

Job Description
Executive Administrative Assistant
Delmarva Chicken Association

Position: The objective of this position is to be responsible for high-level executive administrative support, including financial transactions and accounting, managing all important documents and records, performing routine administrative duties and all other duties as are needed for the office of a not for profit under the laws of Delaware for the benefit of the Delmarva Chicken Association.

Reports to: Executive Director

Specific Duties:

Financial/Accounting

- Maintain general ledger and accounts payable.
- Prepare monthly financial reports as needed for finance committee and/or Board meetings
- Supply information for year-end accounting to outside preparer
- Prepare payroll and make payroll deposits
- File quarterly and annual federal, state and FUTA tax reports
- Prepare W-2s and reconciliation forms (federal and state)
- Prepare bank deposits
- Work closely with Executive Director and other staff to prepare annual budget
- May initiate new procedures in accounting/business systems

Board of Directors

- Prepare materials and logistics as needed or directed for all Board, committee or annual meetings.
- Attend Board of Directors' meetings, DCA annual meeting, executive committee meetings and other committees as determined by the executive director to prepare minutes.
- Maintain attendance, dues and policy records for board members and committee chairmen.

Personnel & Benefits Records

- Maintain staff personnel records, including annual leave and sick leave records.
- Prepare annual workers' compensation audit.
- Maintain and submit all government forms for employees, including lobbying and ethics forms
- Maintain personnel policies manual and keep abreast of and advise Executive Director of needed changes due to new laws, regulations, etc.
- Administer employee and DCA insurance programs.
- Administer employee's pension plan, including making deposits and maintaining files.
- Work with third party administrator on filing of tax reports and compiling annual employee statements of pension plan

Daily Administrative Duties

- Supports work for all of DCA's programs and staff including general drafting, emailing or mailings
- Approves and processes requisitions for supplies, equipment and general office maintenance
- Serve as primary phone operator for office, routing calls as needed
- Open, process, and route incoming and outgoing mail.
- Responsible for maintaining and updating DCA database of members, committees, newsletter recipients, and others.

Other Association Functions/Promotions

- Work with the Executive Director and staff to organize and implement events, including Annual Booster; National Meeting on Poultry Health, Processing and Live Production; Lunch & Learns; Field Days, etc.
- Serve as an integral part of the membership drive by working closely with member relations manager to prepare mailings, manage database and input, prepare deposits and reconciliation, compile reports and mail invoices

Other Duties and Requirements

- Perform other duties as assigned by the Executive Director

Qualifications

- Minimum of five years experience in a related field such as financial assistant, accounting or executive administrative assistant
- Professional and friendly interpersonal skills to communicate with a diverse audience
- Detail-oriented and ability to prioritize workload involving multiple projects at one time
- Strong ability to work independently with little supervision and as part of a team
- Strong verbal and written communication skills
- Proficient in Microsoft Office programs, including Outlook, Word, Excel and Access
- Proficient in QuickBooks
- Eagerness to learn or suggest new technologies

Physical Demands

Job requires some lifting and moving of objects such as boxes and files, up to 35 pounds.

Work Environment

Majority of duties will be performed in and from the DCA office near Georgetown, Delaware during regular business hours. Some meetings may occur in the evenings. Mileage reimbursement will be provided.

Compensation & Employee Benefits

Salary is commensurate with experience. Benefits include health, dental, vision, life and long-term disability insurance, retirement plan contributions, holiday, vacation and sick leave pay. This is an exempt position.