



DAWSON COUNTY GOVERNMENT
25 Justice Way, Suite 2233
Dawsonville, GA 30534
(706) 344-3501

ADMINISTRATIVE SPECIALIST
DAWSON COUNTY FAMILY CONNECTION
Full-Time/Hourly/Non-Exempt

JOB SUMMARY

This position is typically responsible for providing administrative, accounting/finance, and social media support to Dawson County Family Connection and its Coordinator.

ESSENTIAL DUTIES

• **Administrative**

- Answers phones and greets visitors: provides information to those seeking community resources and referrals to social service agencies
- Assists with the facilitation/coordination of meetings/events: including, but not limited to:
 - Monthly Community Collaborative meetings
 - Bi-Monthly Board meetings
 - Resource fairs
 - Fundraisers
 - Support groups
 - Trainings
 - Collection drives
- Composes/prepares correspondence, reports, memoranda, forms, schedules, flyers, etc.
- Maintains an organized office including current filing system
- Serves as Secretary for Dawson County Family Connection, Inc Board of Directors; records and maintains official Board minutes
- Attends County safety meetings quarterly

Accounting/Finance

- Assists with budget preparation and monitoring of budget
 - Maintains current balance on all funding sources
 - Tracks expenditures and reconciles with fiscal agent monthly
- Monitors accounts receivables/payables
 - Prepares deposits
 - Processes purchase orders for requisition of materials
 - Processes invoices/paperwork for payment
- Completes expenditure reimbursement reports per grant contract schedules
- Assists with compiling information for yearly tax preparation and audit
- Research, compile, and submit grant applications

• **Social Media/Media**

- Updates websites regularly/as needed
- Produces a monthly newsletter
- Posts regularly to social media to increase community awareness of resources available
- Updates the Community Resource Directory annually

KNOWLEDGE / SKILLS / ABILITY

KNOWLEDGE OF:

- Financial practices and procedures including generally accepted accounting procedures (GAAP)
- Grant writing procedures
- Modern office practices and procedures
- Applicable County policies and procedures
- Applicable state laws and County ordinances
- Robert's Rules of Order

SKILLED IN:

- Decision-making
- Communication (verbal, written, listening)
 - Professional
 - Sensitive
 - Mass
- Organizing/prioritizing
- Working independently
- Mathematics as they apply to bookkeeping/accounting
- Assisting the public
- Social media platforms
- Marketing
- Computer software – Microsoft Office, Publisher, Canva, WordPress, Google Docs

ABILITY TO:

- Operate such office equipment as a computer, calculator, and copier
- Perform mathematical calculations
- Attend some meetings in the evening and/or on Saturday (usually no more than two times a month)

COMPLEXITY

The work involves various duties requiring many different and unrelated processes and methods such as those relating to well-established aspects of the administrative and financial accounting fields. Decisions regarding what needs to be done depend on source of funds, different state/federal fund grantor requirements, interpretation of the purpose of activity, and refining methods and systems to satisfy all users.

CONTACTS

Contacts are usually with co-workers, Family Connection Board members, community agency representatives, County finance department employees, vendors, low-income individuals and the general public.

Contacts are typically to exchange information, schedule activities, provide referrals to community resources, and resolve discrepancies.

ADA MINIMUM REQUIREMENTS

Scope of Performance:

The purpose of this position is to provide administrative and financial/accounting support for Family Connection and provide resource referral service to the general public. Successful performance impacts deadlines and decisions of others and ensures efficient and effective operation of the agency.

Physical Ability:

The work is typically performed while sitting at a desk. The employee must lift objects up to 10 pounds regularly and up to 30 pounds occasionally.

Environmental Factors:

The work is typically performed in an office; occasionally with children, occasionally outdoors; occasionally mild physical labor involved.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

The employee must decide how to perform day-to-day responsibilities with or without specific guidance.

MINIMUM QUALIFICATIONS

- Sufficient experience to understand the basic principles relevant to the major duties of the position usually associated with a two (2) year degree in Finance or Accounting or the completion of an apprenticeship/internship or having had a similar position for one to two years.
- General knowledge of office procedures.
- Possess a valid Georgia driver license and maintain a satisfactory Motor Vehicle Record (MVR).
- Applicant must be able to pass a background check and drug screening.
- Applicant must be able to work with minors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above job description and understand the requirements.

Signature: _____

Date: _____

Witness: _____