

Anabaptist Disabilities Network (ADN) Office Administrator Position Description

Title: Office Administrator

Assignment: 20 hours per week in office (four 5-hour days or five 4-hour days)

Accountability: Executive Director

Job Summary: Provide collaborative support and administrative services for ADN staff and volunteers.

RESPONSIBILITIES

1. Office environment

- a. Oversee office technical systems and other services necessary for ministry goals.
- b. Oversee office space sharing with Mennonite Church USA, ADN staff and volunteers.
- c. Oversee purchase of office supplies, related equipment, and maintenance of equipment.
- d. Maintain electronic and paper filing systems including archiving records as needed.

2. Support ADN communications

- a. Support digital communications and subscriptions as requested by executive director or communications director.
- b. Coordinate storage and distribution of resource materials and related inventory.
- c. Prepare and ship exhibit materials for conferences.
- d. Respond to phone or email inquiries and to office visitors.

3. Maintain financial and donor information

- a. Manage digital donor database and reports.
- b. Support contacts and correspondence with ADN donors and constituents.
- c. Receive contributions and prepare bank deposits.
- d. Enter contributions into digital donor database, prepare receipts and maintain accurate donor information.
- e. Pay bills, reimburse staff and volunteers.
- f. Bookkeeping – keep records of all financial transactions in QuickBooks.
- g. Provide documentation for compliance with IRS regulations as required by tax and legal consultant.
- h. Provide information to payroll accounting firm for staff and maintain system to record volunteer hours.

4. ADN Board of Directors support

- a. Assist ADN Board President in preparing for board meetings and related administrative duties as requested.
- b. Prepare the first draft of the financial report for board meetings for review by the treasurer.
- c. Preserve ADN records that include corporation by-laws, minutes, and other legal paperwork.