

Title

MPT Administrative Assistant

Job Description

2019

MPT ADMINISTRATIVE ASSISTANT

Job Description

The Arc of Texas

Job Title:
MPT Administrative Assistant

Organizational Unit:
Master Pooled Trust

FLSA Classification:
Non-Exempt

Reports To:
Chief MPT Officer

Job Summary:

The Administrative Assistant performs a variety of administrative tasks for the MPT Department. Under the supervision of the Chief MPT Officer, the Administrative Assistant will assist with various Master Pooled Trust accounting and administrative duties. The Administrative Assistant **maintains a good working relationship and cooperative attitude with the organization's** members, staff, volunteers and the public while accomplishing assigned duties.

Primary Duties and Responsibilities:

1. Provide accounting and clerical support to the Master Pooled Trust department.
 - a. Process trust checks and electronic deposits twice a week.
 - b. Review and approve the voiding of aged outstanding trust disbursements.
 - c. Prepare annual accounting reports for court-related trusts.
2. Coordinate the closing of accounts due to death of the beneficiary.
3. Coordinates arrangements and provides support to the Master Pooled Trust staff for MPT committee and other special meetings.
 - a. Oversees and ensures proper meeting room and materials/packets, catering, and audiovisual equipment needs are met prior and during meetings.
 - b. Serves as coordinator before and after meetings.
 - c. Coordinates travel arrangements.
 - d. Ensures proper filing of all meeting related documents.
4. Communicates effectively with various audiences.
 - a. Communicates effectively with staff, vendors and others.
 - b. Answers incoming calls on general trust related inquiries.
 - c. Responds to Info e-mails.
5. Monitors the use of and/or relevance of designated operating policies and procedure.

6. Conducts research and work on special projects, as requested by the Chief Master Pooled Trust Officer, Trust Accountant and/or Trust Administrator.
7. Processes and researches returned mail/no address.
8. Other duties as assigned.

Demonstrated Knowledge, Skills or Abilities To:

- Ability to work independently and interactively, to stay organized, handle multiple priorities and to be productive under stress.
- Strong writing and communication skills.
- Ability to maintain effective working relationships with a variety of individuals and groups, including other employees.
- Skill in the use and application of Microsoft Office Suite (word processing, spreadsheets, and database applications).
- Ability to develop and maintain various spreadsheets, along with other reporting mechanisms, to conduct analysis and provide reports.
- Demonstrate pro-active, problem solving skills and ability to work well under pressure in order to meet deadlines, manage time, determine priorities and resources and preserve confidential and sensitive information.
- Excellent customer service orientation and professional demeanor.
- Capable of working both independently and as a member of a collaborative team, as well as communicating with individuals at all levels of the agency.

Educational and Professional Requirements:

- Minimum of an **Associate's degree or two years' experience providing administrative support and bookkeeping experience.**
- Experience with non-profit organizations, strongly preferred.

Interrelationships:

Must develop professional and productive relationships with The Arc of Texas staff, volunteers/advocates, staff and volunteers of other organizations, vendors, contractors, and auditors, in order to promote long-term business and goodwill relationships.

Working Conditions:

- Approximately 22 co-workers in relatively close quarters but with separate individual and some common workplaces.
- Occasional weekend or night work is required.

Needed Attributes:

- Commitment to the mission of The Arc of Texas
- Honesty
- Integrity
- Strong work ethic
- Commitment to excellence
- Spirit of teamwork
- Belief in volunteerism
- Flexibility
- Positive attitude

Employee Signature

Date

Supervisor Signature

Date