

Office Manager & Assistant Bookkeeper Job Description – Wright County Extension

Customer Service:

- Ability to deal with the public in person, electronically, and over the telephone in a courteous manner.
- Ability to establish effective working relationships with co-workers and the public.
- Knowledge of proper English grammar, spelling and punctuation.
- Ability to follow complex oral and written instructions.
- Trustworthiness regarding confidentiality.

Office Management:

- Proficiency in clerical procedures, such as typing, filing and record keeping.
- Maintain resource inventories and ordering supplies.
- Schedule and maintain equipment and facilities. Calling landlord when necessary.
- Assist Extension Council Finance Committee & REED with budgeting and setting priorities.
- Operate and manage ISU Extension and Outreach accounting software.
- Prepare financial reports and documentation for Extension Council and grant programs.
- Assist in meeting preparations along with facilitating programs.
- Exercise independent judgment in the performance of duties.
- Seek and encourage job-related staff development education and training.
- Demonstrate initiative in office.
- Maintain personnel records, meeting attendance lists and partner lists.
- Proofread and check work for accuracy.
- Assist with the Extension Council election process.
- Create spreadsheets & databases as needed.
- Resolve office challenges with innovative solutions, systems and process improvements proven to increase efficiency, customer satisfaction and financially affordable.
- Attend Extension Council meetings as necessary and provide a monthly written report.
- Represent the office & Council upon request.
- Key contact and support for the fair food stand manager.
- Attend and assist with fair preparation and during fair week.

Marketing:

- Edit and file news releases.
- Keep the county website updated.
- Create flyers, brochures, and other marketing materials for programming events.
- Seek additional ideas and opportunities for marketing.

Computer:

- Operate a computer and software for data entry and retrieval, word processing and creative composition/design.
- Offer advanced computer skills in MS Office Suite and other applications/systems.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and duties requested by the Wright County Extension Council.

In accordance with ISU Extension and Outreach's Child Protection and Safety Policy, a background check will be completed on the selected applicant.

Wright County Extension and Outreach is an EEO/AA Employer.

This institution is an equal opportunity provider. For the full non-discrimination statement or accommodation inquiries, go to www.extension.iastate.edu/diversity/ext.

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