

Administrative Assistant (Part Time)

Reports to: VAA Executive Committee, with primary contact being the Treasurer

Specific Responsibilities:

- Process and review check requests from commissioners and board members and check for proper documentation and support. Submit check requests on a weekly basis to President and Treasurer for signatures
- Prepare, reconcile and review deposits from commissioners and physically submit them to Wells Fargo
- Maintain monthly financial folders which include check request, deposits with receipts, utility and phone bills and any other financial information
- Reconcile Wells Fargo checking and savings monthly bank statements in QuickBooks
- Enter deposit/credit card batch information to QuickBooks from spreadsheet on an as needed basis
- Reconcile on-line registrations /Blue Sombrero
- Provide Accounting Firm with timely monthly financial data in order for them to prepare Treasurer's Report. Pick up quarterly tax information
- Review Treasurer's Report and submit copies to Treasurer
- Work with Treasurer to submit 1099 tax data to Accountant for end of year reconciliation for VAA workers who earned over \$600.00
- Provide monthly QuickBooks Sports Detail Transaction reports to each sport commissioner
- Reconcile walk in registrations on an as needed basis
- Review financial assistance applications and enter/adjust payments on Blue Sombrero website/monitor granted application numbers for each sport
- Send weekly reminders on Blue Sombrero website for open orders
- Send letters to families who submitted NSF checks to VAA
- Respond to Admin Email and refer to appropriate commissioners or board members
- Provide support to commissioners concerning registrations, deposits, check requests, etc.
- Mail responsibilities: mail pick up, sorting, mailing checks and purchasing stamps. Renew P.O. Box yearly
- Maintain Commissioner and Board Member Contact Information
- Distribute (email) list of Board Members and Commissioners in January to City officials, Insurance Co., Ace Hardware, Wells Fargo, etc.
- Distribute Post Secondary Scholarship applications to area High Schools. Distribute all applications to appropriate board members. Mail letters to winners and losers
- Ensure copy machine is in good working order and meet with repairman if necessary and purchase copy machine paper.
- Ensure office area is in good working condition and adequately supplied. Purchase office supplies.