PENN STATE FEDERAL CREDIT UNION
Job Description

TITLE: Administrative Assistant
CLASSIFICATION: Exempt
TEAM: Administrative
REPORTS TO: CEO
DATE: 6/2013
SUPERVISES: N/A

Essential Functions

1. Act as recording secretary to the Board of Directors.
2. Attend monthly Board meetings.
3. Prepare and post to Passageways monthly Board minutes and Board Packet.
4. Disseminate information to Board of Directors and management staff through Passageways Portal. Maintain information on Passageways Portal.
5. File and troubleshoot all accounts payable for the Credit Union.
6. Maintain inventory of supplies and order supplies as needed.
7. Assist in scheduling and/or arranging appointments, meetings, business trips, etc.
8. Answer telephone routing calls to appropriate personnel.
9. Perform specialized or confidential administrative duties, including researching data and preparing reports as needed.
10. Keep CEO advised of complaints, telephone calls and letters received.
11. Comply with all pertinent regulations such as the Bank Secrecy Act, OFAC, Reg. CC and others. Attend compliance training and maintain the integrity of the Member Identification Program.
12. Maintain the confidentiality of all information received during the course of business.
13. Post Payroll to employee accounts and general ledger entries.
14. Represent the Credit Union in community service projects.
15. Assist Controller with Jumbo CDs.
16. Supervise Janitorial employee or service and lawn maintenance and snow removal company.
17. Perform other duties as assigned.
Job Specifications

1. Professional, well-developed interpersonal skills essential to deal courteously and effectively with the Board of Directors, management, visitors and vendors.

2. Professional, well-developed written and verbal communication skills necessary for conducting business and projecting a positive image as a representative for the Credit Union.

3. Work requires typing/word processing skills, applicable secretarial science skills, knowledge of PC applications and other job-related word processing functions. Experience in a Credit Union setting preferred.

   These characteristics are normally acquired through completion of a high school education plus additional course work in the secretarial sciences. At least three years of secretarial experience is required.

4. Mathematical skill required (adding, subtracting, multiplying, dividing).

5. Ability to operate a computer, telephone, adding machine and fax machine.

Minimum Qualifications

Training beyond high school with additional course work in the secretarial field and three years of clerical experience. Must pass bond ability requirements and Credit Report.

Physical Requirements

Frequently uses finger dexterity to use the computer, answer the phone and adding machine.

Typically lifts objects not in excess of 25 pounds.

Majority of time is spent sitting in an indoor office environment. Ability to crouch, kneel or bend at the waist.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

____________________________________  ________________
Employee's Signature                     Date              

____________________________________  ________________
Supervisor's Signature                   Date              