



Administrative Assistant Job Description

Summary: Responsible for ensuring that office work proceeds smoothly and on time. Backs up the Executive Director on such duties as are assigned. Wholeheartedly supports and is daily expectant of Christian Science healing.

Organizational Relationship: Reports to the Executive Director

Full-time Non-Exempt Hourly Position

Work Performed:

Donation & Development Support

- Processes all donations to Lynn House and prepares thank-you letters.
- Maintains the Little Green Light donor database; runs donation queries as needed.
- Records deposits into QuickBooks.

Financial & Operational Support

- Manages petty cash for residents and staff; ensures proper cash-handling procedures.
- Files vendor paperwork.
- Reconciles credit card statements.
- Provides general support with finance tasks.

Board & Governance Support

- Serves as Recording Secretary for the Executive Board; prepares documents prior to meetings; maintains official Board records.
- Prepares documentation for licensing and accreditation renewal.

Reception & Front Desk Duties

- Provides part-time front desk coverage: answers and routes incoming calls, welcomes visitors, and maintains a courteous, professional environment.
- Demonstrates Christian Science nursing qualities (cheerfulness, orderliness, punctuality, patience, receptivity to Truth and Love).

Records & Compliance Management

- Maintains Administration files, personnel records, and the records retention program.
- Serves as HIPAA Compliance Officer and ensures adherence to privacy policies.
- Keeps organizational forms, packets, and materials stocked and up to date.

General Administrative Support

- Perform other duties as assigned to support harmonious operations of Lynn House.

Qualifications:

1. Good communication and people skills.
2. Proficiency in composition and writing skills.
3. Skill and usage of business-related software and programs.
4. Demonstrates the highest moral and ethical standards and ability to maintain confidentiality.
5. Maintains flexibility, poise, and grace under pressure.
6. Maintains sense of order and timeliness in office space and completion of tasks and duties.
7. College education or comparable work experience necessary.
8. Membership in The Mother Church.
9. Christian Science Primary Class Instruction preferred.