



Job Description

JOB TITLE: Administrative Supervisor

REPORTS TO: TBD

STATUS: Full-Time Exempt

HOURS: Monday-Friday as scheduled, Weekends as needed

DIRECT REPORTS: Business Support Specialist, Administrative Associate

PRIMARY FUNCTION:

Ensure a professional and efficient office environment. Support all business, accounting and inventory matters, including processing accurate information pertaining to accounts receivable, accounts payable, cash receipts, and inventory.

PRINCIPAL DUTIES & RESPONSIBILITIES:

Administrative/Office

- Oversee and support all administrative functions, including organizing and monitoring work processes
- Maintain a professional and efficient office environment, including equipment
- Compile cross department information for reporting as needed, including Feeding America required reporting
- Assist with bidding, tracking and processing of capital expenditures
- Assist with bidding, tracking, and maintaining company insurance policies
- Serve as a back-up for other office and administrative staff

Bookkeeping

- Develop proficiency in financial accounting software and related databases
- Oversee accounts payable and receivable, and cash receipt activity
- Prepare general ledger entries and assist with financial statement preparation as directed
- Assist with annual financial audit; all other regulatory monitors as needed
- Prepare reports for management, local, state, and federal agencies and organizations
- Maintain files of contracts, leases, and other legal documents.
- Maintain record storage system according to EIF Policy

Inventory Management

- Prepare and reconcile inventory reports as directed
- Accurately and timely prepare reports and filings for food programs, including but not limited to, Feeding America and IDHS
- Assist with physical inventories and inventory reconciliation

Other duties and special projects as assigned

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor office environment, temperature-controlled
- Sitting and standing for long periods, walking intermittently
- Using office equipment such as computer, mouse, keyboard, printer
- Ability to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls, reach with hands and arms, climb stairs, balance, stoop kneel, crouch or crawl, talk or hear and taste or smell
- Occasionally lift or move up to 20 pounds
- Use specific vision abilities, including close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus

QUALIFICATIONS:

Competencies

- Ability to represent EIF with professional poise and work effectively with a wide range of constituents
- Demonstrates compassion and sensitivity to vulnerable populations
- Microsoft Office proficient using Outlook and Word, highly skilled using Excel
- Excellent organizational, time management and follow-through skills, able to handle multiple tasks
- Strong attention to detail; perfectionist by nature
- Self-directed and results-oriented
- Ability to communicate persuasively and articulately both verbally and in writing

Education and Experience:

- Experience (minimum of two years) with accounts payable and receivable, or similar position; general ledger experience is a plus
- Non-profit experience is a plus
- Associates degree in related field is a plus
- MS Office proficient using Outlook and Word, highly skilled using Excel

Expected Hours of Work:

This role is considered full-time exempt and is not eligible for overtime. Work schedule is from Monday thru Friday as scheduled with occasional weekend and evening hours.

Eastern Illinois Foodbank provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.