**Addendum A**

**Global Innovation Position Description**

**Job Title:** Administrative Assistant **Location:** Lake City, FL **Travel:** Minimal

**Reports to:** Director of Accounting **Direct Reports:** None

**General Summary**

Administrative Assistant duties and responsibility includes providing administrative support to all team members, and accounting duties as directed by the Director of Accounting.

**Specific Responsibilities:**

The Administrative Assistant will ensure achievement of company assisting objectives by:

* Answer incoming phones calls, and transfer phone calls to the appropriate team member.
* Sort and distribute incoming mail.
* Purchase and store the office supplies ensuring that basic supplies are always available.
* Schedule travel, meetings, lunch and learn and other arrangements for team members.
* Provide secretarial and administrative support to management and team members.
* Perform weekly errands per team member request.
* Maintain and balance subsidiary accounts by verifying, allocating, and posting transactions and reconciling entries
* Conduct a monthly [reconciliation](https://www.accountingtools.com/articles/2017/5/13/reconciliation) of credit card accounts
* Enter supplier invoices in a timely manner into system
* Calculate [variances](https://www.accountingtools.com/articles/2017/5/8/variance) from the budget and report significant issues to management
* Follow accounting policies and procedures

Employer Initials Employee Initials

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