



HAT ISLAND COMMUNITY ASSOCIATION
Office Assistant

Employment Agreement & Job Description

JOB TITLE: Office Assistant

SUPERVISOR: Island Manager

CLASS: Regular Part-Time

PURPOSE: The position is designed to assist the HICA Office in efficient management of the Island office. The Office Assistant role is a combination of record keeping, scheduling, and assisting with accounts payable and accounts receivable.

REPORTS TO: Island Manager

WORK SCHEDULE: Schedule may shift to support Island Manager and Board of Trustees' needs. On call on occasional weekends.

SALARY RANGE: \$20.00- 23.00 per hour

BENEFITS:

Compensation and Benefits:

- Your initial hourly rate will be \$20.00 per/hour, 25 hours max. per week

POSITION OVERVIEW: Office Assistant is an 'at-will' position and may be terminated at any time with or without cause. Office Assistant manages functions and tasks are best described as follows:

Financial: The Office is responsible for maintaining marina records, barge scheduling, document maintenance, general office support of filing and matching receipts for the accounts payable department, back up to accounts receivable, and accounts payable. The Office Assistant assists the Island Manager in website maintenance and archiving island documents to electronic formatting.

Office Support: The Office Assistant assists in record keeping maintenance, and office inventory. This person helps to ensure that standards of cleanliness and orderliness are maintained. The Office Assistant answers phones and is competent to carry out day-to-day correspondence with owners and all other entities as needed.

RESPONSIBILITIES:

- Maintains good customer service relations with community, and successfully resolves customer requests, questions and complaints in a timely manner.
- Processes marina documents, including insurance, registrations of both vessels and vehicles.

- Schedules the annual barge runs, working closely with the barge company and owners.
- Is responsible for the digitalizing of island documents.
- Assists with all filing. Works with other office staff to maintain owner files, A/R files, A/P files and general files. Works with other office staff to order and purchase office supplies when necessary.
- Works in a collaborative, team-oriented environment with staff, Island Manager, community committees and Board of Trustees. May be asked to serve on or support specific committees.

MINIMUM QUALIFICATIONS REQUIRED:

Computer Skills: Advanced knowledge of Microsoft 365, general knowledge of various financial software packages and general website maintenance. Knowledge of Quick Books preferred.

KEY SUCCESS FACTORS:

- Ownership records, (both computerized and paper files) are maintained with current information.
- Receivables are monitored and action is recommended when arrears are identified.
- Annual Golf and Moorage payments are posted when received and assist with maintaining corresponding lists.
- Maintains good working relations with Manager, staff, Board, committees and the community at large.
- Written correspondence, reports and other related documents need little editing and are completed in a professional and timely manner.

WORK DESCRIPTION: Work is primarily performed indoors in a traditional office environment. The job involves numerous repetitive motions of keyboarding, folding and stuffing envelopes, and filing. Occasional lifting of large file boxes and cases of paper require the ability to lift 40 pounds. General office maintenance, including bathrooms requires use on normal household cleaning supplies. Because of the remote location of the island and its inaccessibility in emergency situations incumbent may be called upon to assist with unforeseen emergency conditions. There are times you will be asked to help cover other jobs on the island including Harbor Master and Deck Hand. In addition, occasional on call weekends are part of the position.