



## Office Coordinator *Job Description*

<b>Job Classification:</b>	Non-Exempt, Full-time
<b>Work Schedule:</b>	Monday through Friday from 8:00am-4:30pm (30-minute lunch)
<b>Reporting Relationship:</b>	Director Adult Services

### **Primary Accountabilities:**

The primary function of the Office Coordinator is to provide clerical and accounting support for the Capper Foundation Adult Services management staff. The Office Coordinator deals with a diverse group of internal and external customers while planning, prioritizing and organizing a diversified workload and updating office practices and procedures.

### **Major Duties:**

- Communicates verbally and electronically with people receiving services, their family members, guardians, agency staff and other community providers.
- Provides administrative support to adult services staff, including organizing, filing, creating spreadsheets and maintaining appropriate paperwork related to Adult Services programs.
- Responsible for persons supported banking transactions that includes online banking, check writing and electronic fund transfers for the designated people supported residentially.
- Reconciles checkbooks monthly for designated persons supported residentially utilizing accounting systems.
- Assists persons supported and/or guardians to complete and submit Medicaid, Vision and Social Security benefits paperwork as applicable.
- Creates and designs charts, tables, graphs and other materials. Proofread for spelling, grammar and layout updates as appropriate.
- Establishes, maintains and updates the electronic and paper filing system.
- Utilizes and maintains web based systems for persons supported documents.
- Maintains and orders appropriate level of office and program supplies.
- Records day service attendance for persons supported.
- Complete special projects as requested.
- Handles confidential information, works independently and as a team.
- Performs all other duties as assigned

### **Qualifications:**

- High School diploma required. Associates degree preferred.
- Three (3) years clerical and accounting experience preferred.
- Knowledge and work experience utilizing accounting systems.
- Maintain a valid Kansas Driver's License with an acceptable driving record.
- Read, write and speak fluent English.
- Pass background checks and drug test per agency procedures.
- Knowledge of Microsoft Office and ability to learn agency specific software required.



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**Training Requirements:**

- Must complete and maintain training per adult licensing requirements to maintain employment, including, but not limited to: Abuse, Neglect and Exploitation, Individual Rights and Responsibilities and Emergency Preparedness.

**Physical Demands:**

- May involve sitting for extensive periods of time
- Regularly required to speak and hear
- Regularly required to sit, stand, walk, reach and use hands
- Ability to read computer screens for an extended period of time

**Work Environment:**

- Direct contact with individuals receiving services and some may exhibit unpredictable behavior and uncontrollable outbursts. The physical characteristics of the work environment are such that noise and odor control procedures are required. May have contact with individuals who are Hepatitis B carriers or have other blood borne pathogens.

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date