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# YOUTH SERVICE BUREAU of ILLINOIS VALLEY

## JOB DESCRIPTION

**POSITION:** Office Assistant

**QUALIFICATIONS:** High School diploma or GED. Prior office experience. Computer knowledge including proficient knowledge of Microsoft office (word, excel and access) and keyboarding. Sensitivity and responsiveness to the cultural differences of individuals and families in groups outside one's own.

**CLASSIFICATION:** Non-exempt

**REPORTS TO:** Director of Quality Assurance and Monitoring

### **RESPONSIBILITIES:**

1. Have the ability to be self-directed and self-motivated.
2. Must have proficient written communication skills, and excellent oral communication skills.
3. Demonstrates technical knowledge, skill and judgment in performing assigned duties, and in the appropriate use of equipment, machines, computer/software, and supplies as required
4. To perform this job successfully, an individual should have knowledge of database software, internet software, spreadsheet software and word processing software.

### **Essential duties/functions/responsibilities**

- Provides assistance with daily functioning of office including answering phones, opening incoming mail, posting outgoing mail, and disseminating faxes and paperwork
- Maintain supply inventories and responsible for ordering of supplies
- Process accounts payable invoices and check requests and submit to main office
- Maintain local petty cash account; record and reconcile transactions and request periodic reimbursement
- Control issuance of company shared credit cards. Track issuance and return and ensure receipts are collected and submitted to main office
- Collect, record and deposit miscellaneous income. Assure safekeeping of funds received.
- Responsible for maintenance of foster care files
- Prepare DCFS 1042 invoicing for initial client needs and miscellaneous needs
- Maintain and track company owned vehicle logs and ledgers
- Assist with car rental requests. Ensure receipts are collected and submitted to main office
- Assist with collection of employee attendance records, including timesheets and time off requests and submit to appropriate HR office
- Assists with collection and submission of client intake and change sheets
- Assists with local fundraising activities
- Completes work within the required time frames
- Maintains confidentiality of information heard, seen and discussed in the agency

- Assist in quality improvement efforts of departmental and related areas
- Demonstrates the ability to remain friendly and cooperate during all working conditions
- Notify Director and Fiscal Department of any irregularities
- Display a neat, clean, professional appearance
- Schedule and coordinate foster care case aide hours.

**Miscellaneous:**

- Actively participates in YSBIV's continuous quality improvement program (CQI).

YSB's greatest asset is its staff. The people we serve depend on compassionate professionals committed to YSB's mission.

We welcome you to email your resume (*please put the word **resume** in the subject line*) to [hrs@ysbiv.org](mailto:hrs@ysbiv.org) or by mail Attn: Human Resources, 424 W. Madison St., Ottawa, IL. 61350. ***Resume attachments must be formatted in the following extension types: .doc, .docx, .pdf***