



If interested in this paid part-time position,
send an email to info@unamn.org.

Job Description

Administrative Assistant

UNA-USA, Minnesota Chapter

General Description

The Administrative Assistant for the United Nations Association of Minnesota Chapter plays a key role in the ongoing operations of the non-profit including its finances, correspondence, administrative activities, and event support.

The Administrative Assistant reports to the chapter President and is overseen in financial matters by the Treasurer. This part-time role encompasses about 10-20 hours per month.

Responsibilities

Finances

1. **Bookkeeping:** Using our financial software (QuickBooks) to:
 - Perform all the data entry for income and expenses incurred by the organization in an accurate and timely fashion
 - Perform bank reconciliations
 - Detect when the books are not balanced and correct any errors until they are balanced and 100% accurate.
 - Review and understand the monthly financial reports (bank reconciliations, income statements and balance sheets) and make any corrections to finalize them by the end of the second week of the subsequent month
 - Work with the Treasurer to share financial reports with the Board monthly or as requested, with any comments and explanations
 - Work with the Treasurer to respond to any financial questions by the Board and membership in an appropriate, transparent, and timely manner.
2. **Bank Deposits:** Deposit any checks or cash income to our U.S. Bank account.
3. **Accounts Payable:** Pay bills that are appropriate to the organization in a timely manner.
4. **Investments:** Monitor our Edward Jones investment account and ensure income and expenses are recorded accurately and reconciled monthly in QuickBooks. Also, handle any donations of stock to this account.

Correspondence

5. **Donation Communications:** Ensure that donation acknowledgement/thank you letters are sent to all donors in a timely manner, and that monthly donors are given a letter in January for their donation totals made in the previous year.



6. **Email correspondence:** Monitor emails received by info@unamn.org. Respond directly to or with Executive Committee members to respond to emails received.

Insurance

7. **Insurance policies:** Monitor the insurance policies and pay insurance bills on time, reporting as needed whatever data they require. Currently we have policies: Director and Officers Liability Insurance, General Liability insurance (that includes for Model UN), and Workers Compensation Insurance.

Administrative Activities

8. **Membership Lists:** Store the monthly membership lists from UNA-USA on Google Drive after receiving them.
9. **Google Workspace:** Serve as the administrator of the chapter's Google drive, including managing its organization and access, plus Google email accounts for the chapter
10. **Mail:** Pick up the mail weekly or bi-weekly from the office and distribute any of it to the appropriate UNA-MN people

Events

11. **Event coordination:** Assist Executive Committee Members and Committee Chairs in the execution of chapter events, including board meetings, annual meeting, program events and Model UN. This may include onsite support, printing materials, securing facilities and internal event communications.

Chapter events often occur on weekends and evenings. Consistent availability for those events are expected.