

**JOB DESCRIPTION**  
**CAMPGROUND OFFICE**

**TITLE:** OFFICE ASSISTANT

**FLSA STATUS:** NON-EXEMPT

**GENERAL DESCRIPTION:**

This Office Assistant provides administrative support for the campground. This position supports the campground through tasks involving word processing and spreadsheet preparation/analysis; research; filing; processing invoices for payment; billing; editing newsletters and web pages; and data entry into financial, work order or graphic information system software.

**REPORTS TO:** Campground Manager

**SUPERVISES:** None.

**ESSENTIAL JOB FUNCTIONS:**

- 30 % Serve as administrative assistant to the Campground Manager. This includes drafting correspondence by answering general questions and dealing with customers, employees, vendors and contractors.
- 15 % Maintain an adequate filing system containing financial and contractual records. It is the responsibility of this position to ensure contracts, general correspondence, and other communications are filed systematically and maintained.
- 5 % Process incoming and outgoing mail and supplies. This occasionally requires pick-up or delivery of materials using a car or truck.
- 5 % Process invoices for payment
- 30 % Format and enter accurate data into accounting, payroll, spreadsheet, database or other programs to maintain financial records and manage accounts receivable and payable.

- 10 % maintain personnel files and records.
- 5 % Prepare campground newsletters and information, assist with updates to the website for the campground .
- Other duties as assigned

## EDUCATION AND EXPERIENCE

High school diploma or GED with additional course works in secretarial and office practices, and computer skills.

Five years' secretarial or office management experience. Experience with recreation or hospitality industry desirable.

- Knowledge of Microsoft Word/Excel/Outlook and Quickbooks, and ability to learn new software as it becomes available.
- Experience with or ability to learn Work Order and Graphic Information System (GIS) software.
- Knowledge of general office practices and procedures.
- Ability to maintain confidentiality.
- Skills in business English, letter composition, and report preparation.
- Skills in effective records management.
- Ability to develop and maintain complex filing systems.
- Ability to work independently, establishes priorities, exercise judgment and meet deadlines.
- Ability to communicate effectively orally and in writing.
- Ability to respond to and work effectively with the public and other employees.
- Ability to type 60 words per minute.
- Ability to record and transcribe minutes and office communications.
- Ability to operate computers and office equipment.
- Must possess a valid, regular Wisconsin Driver's License.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Duties are performed in an office environment with sitting for long periods of time, utilizing standard office equipment and personal computer. The work includes lifting boxes of records, supplies and materials weighing as much as 50 pounds, infrequently. The work includes a great deal of reaching, movement of arms, standing, getting up and down to retrieve materials and files. The work involves constant use of a keyboard and mouse to operate a computer.

The position requires the ability to read information on printed forms on document. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus

The noise level is usually low. There is exposure to the chemicals emitted by office machines.