

Position Announcement: Administrative Assistant – Georgia FFA Association

The Georgia Agricultural Education program is seeking qualified candidates for the position of Administrative Assistant and Office Manager for the state FFA office.

Posting Date: March 16, 2020
Application Deadline: Until Filled
Location: Georgia FFA Office; University of Georgia – Athens, GA
Employment Beginning Date: July 1, 2020 (or until filled)

Position Description

The position of Administrative Assistant and Office Manager for the state FFA office is responsible for the day-to-day administrative duties of the Georgia FFA Association. Those duties include managing the FFA online roster system; receiving, processing and depositing all incoming funds; managing the Georgia FFA Quickbooks account, answering and returning telephone calls and emails; managing the state rooming block for the National FFA Convention; processing all incoming mail; being a resource for agricultural education teachers and FFA advisors throughout the state.

Description of Specific Duties

- Receive & deposit all incoming payments
- Reconcile monthly bank statements & prepare bank deposits
- Manage Georgia FFA Quickbooks account
- Manage state FFA roster system, including invoicing of FFA chapters and processing rosters to National FFA
- Receive and return phone calls and email messages
- Type, copy and mail written correspondence

Minimum Qualifications

- Ability to type and operate Microsoft Word and Excel
- Familiarity with Quickbooks financial software
- Well defined organizational skills
- Ability to multi-task
- Ability to communicate with diverse people and situations
- Willingness to work 8:00 a.m. – 5:00 p.m. on days when state FFA office is open

Salary

\$32,000 plus benefits

Submit a cover letter and resume to:

Ben Lastly
Executive Secretary
Georgia FFA Association
316 Poultry Science – UGA
Athens, GA 30602
Email: blastly@gaaged.org