Position Title: Administrative Assistant

Community Service Partner: Mission Waco/World, Inc.

Job Description:

POSITION SUMMARY - The Administrative Assistant works with the Financial Director and Administrative Accounting Assistant to help manage Mission Waco’s finances. The Administrative Assistant mainly performs data entry services as a clerk.

FUNCTIONS OF THE POSITION - Data Entry in Mission Waco systems and Excel. Aid with Accounts Payable duties by reconciling credit cards receipts to bank statements. Filing/Office organization. Perform payroll duties including managing timesheets and leave requests. Some reconciliation duties including checking for errors in the bank statements. Some analysis projects.


Hourly Rate: $10.00 - $11.00/hour (depending on new or returning student worker status and/or any recognized special skill level)

Apply for Position: Please attach and email your application materials (application form, resume, and cover letter) to office@missionwaco.org.

Please DO NOT send application materials to Student Employment.