

## **RANKIN SENIOR CENTER DIRECTOR**

### **JOB DESCRIPTION**

**APPLICANTS MUST HAVE A HIGH SCHOOL DIPLOMA, AND CURRENT DRIVERS LICENSE. HAVING KNOWLEDGE IN WORD PERFECT, EXCEL AND QUICKBOOKS A PLUS BUT NOT A REQUIREMENT OF EMPLOYMENT.**

**APPLICANTS MUST BE ABLE TO WORK WELL WITH OTHERS. MUST BE ABLE TO COMMUNICATE WELL WITH OTHERS INCLUDING BUT NOT LIMITED TO CLIENTS, EMPLOYEE'S AND THE PUBLIC.**

#### **GENERAL DESCRIPTION:**

- **FULL TIME POSITION**
- **WORKS 40 HOURS A WEEK**
- **HOURLY PAY**
- **PAY SET BY COMMISSIONERS COURT**

#### **GENERAL DUTIES:**

- **ASSIST COOKS AND FILL IN AS COOK AS NEEDED**
- **SUPERVISE THE EMPLOYEES OF RANKIN SENIOR CITIZENS CENTER**
- **MANAGE THE DAILY ACTIVITIES OF THE CENTER**
- **OUTREACH AND REFERRAL**
- **REGISTER C1 AND C2 CLIENTS**
- **ARRANGE TRANSPORTATION INFORMATION AND ASSISTANCE**
- **ARRANGE OUTINGS FOR SENIORS WHENEVER TIME ALLOWS**
- **WORK WITH DIETITION ON DEVELOPING MENUS**
- **MAKE MENU'S AVAILABLE TO CLIENTS**
- **COMPLETE AAA REPORTS**
- **PERFORM ALL OTHER DUTIES AS NEEDED**

## **FINANCIAL DUTIES AND RESPONSIBILITIES:**

- **MAKE BANK DEPOSITS**
- **BALANCE BANK STATEMENTS EACH MONTH**
- **PAY ACCOUNTS PAYABLE**
- **PREPARE PAYROLL CHECKS EVERY OTHER THURSDAY**
- **POST DEPOSITS AND CHECKS IN LEDGER, KEEPING LEDGER UP TO DATE AT ALL TIMES**
- **MUST COMPLETE ALL NECESSARY REPORTS WHEN DUE AND IN A TIMELY MANNER – INCLUDED BUT NOT LIMITED TO 940, 941, TWC, FUTA**
- **COMPLETE W-2'S YEARLY**
- **PREPARE FOR OUTSIDE AUDITS**
- **PREPARE BUDGET AS REQUIRED BY AREA AGENCY ON AGING**
- **PREPARE WEST TEXAS OPPORTUNITES GRANT REPORTS EACH MONTH**