

Northern California Conference  
**Job Description**

**Date:** January 2023

**Title:** Associate Administrator

**Location:** Napa Valley Adventist  
Retirement Estates

**Wage/Salary:** \$5,374

**Status:** Full-time/ Salary

**ERI Category:** 18

**Reports to:** NVARE Board

**FLSA Status:** Exempt

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**Summary:** Work with administrator to keep all operations at Napa Valley Adventist Retirement Estates working efficiently in all departments.

**Essential Duties and Responsibilities:**

**Administrative**

1. Pays Bills-prints checks
2. Enters all payments and deposits- online, auto pay, cash sells, petty cash in Lucis computer systems.
3. Checks Deposits, cash sells ,petty cash for accuracy
4. Enters Deposits, cash sells, petty cash, NCC payroll billing, summary accrued leave in computer. (Lucis)
5. Prepares all information and documents for accountant to close books monthly
  - \*Bank Statements
  - \* Journal Vouches
  - \* Accrued paid leave-Hourly & salary
  - \* Deposits
  - \* NCC Billing & Summary spreadsheets
6. Works with administrator to hire & discipline staff
7. Work with administrator for yearly planning and budget
8. Yearly inventory- food and building

**Kitchen**

1. In charge of Kitchen operations
2. Ordering Food and supplies
3. Plans and prints all menus for all meals for residents & staff
4. Makes monthly schedule for Kitchen staff
5. Instruct cooks and kitchen assistant

## Activities

1. Responsible for morning worship,
2. Planning exercise class, games, movies
3. Responsible for Friday & Sabbath vespers scheduling
4. Assisting with evening meetings
5. Planning and going on monthly Field trips
6. Building/Dining Room Decorating
7. Updating Picture Plaques
8. Taking Pictures of activities and putting on Facebook and Bulletin board.

## Other Duties

1. Taking time to Listen to residents and guest.
2. On call 24/7 for answering phone and emergencies assistance, 911 calls
3. Tours for prospective residents
4. Dining Room supervision-set up trays, carry trays and attendance check list
5. Tray delivery for sick residents in rooms
6. Visitations- residents in hospital or rehab nursing homes
7. Assist Residents with TV ,internet, phone calls,ect
8. Set up guest room for renting
9. Library maintenance
10. Distribute Mail as needed
11. Check in and out guests
12. Sell meal tickets
13. Send out brochures for interested people