

Voices of Hope

Administrative Assistant Job Description

Definition

Working under the supervision of the Executive Director, the full-time Administrative Assistant oversees tasks assigned by the Executive Director. Salary is commensurate with experience.

Duties and Responsibilities

Maintain confidentiality in all aspects of client, staff, and agency information.
Open mail daily, date stamp, sort, and distribute.
Log in all income and track grant funding.
Deliver deposits to Cornhusker Bank.
Record donations in Bloomerang database and issue thank you letters.
Reconcile logged income with monthly bank statement and monthly Bloomerang report.
Record A/P checks issued and date distributed.
Receive time sheets and prepare payroll summary for Bookkeeper.
Perform general clerical duties including, but not limited to, copying, mailing, and filing.
File and retrieve Agency documents, records, and reports.
Post required documents to Board of Directors portal.
Prepare documents required for Board of Directors meetings.
Attend Board of Directors meetings for the purpose of taking meeting minutes.
Attend staff meetings.
Record, transcribe, and distribute minutes of staff meetings.
Assist with annual audit.
Provide orientation to new staff members, including benefit package sign up.
Other duties as assigned by the Executive Director and Board of Directors.
Notarize documents for staff and clients.
Backup answering office phones (except the Crisis Line) and doors.

Knowledge, Skills, and Abilities

Experience with Microsoft Word and Excel.
Experience with QuickBooks.
Experience working with accounts receivable and payroll.
Good writing, analytical, and problem-solving skills.
Knowledge of business practices, general office administration, and human resources procedures.
Organizational, planning, and records management skills.
Ability to communicate effectively both verbally and in writing.
Ability to operate standard office equipment, including but not limited to: computer, phone system, 10-key calculator, copier, and fax machine.
Ability to follow both oral and written instructions.
Ability to multi-task and work with frequent interruptions.

Minimum Qualifications

Three years experience with general office responsibilities and procedures.
Knowledge of principles and practices of basic office organization.
Ability to work well either independently or as part of a team.