

Administrative Assistant

Job Description and Responsibilities

Reports to: Executive Director of Churchill Community Coalition

Salary: \$14 to \$16 per hour (DOE) / 35 to 40 hrs per week

Summary:

Performs administrative duties for executive management and Board of Directors. Responsibilities may include screening calls; managing calendars; making travel, meeting and event arrangements; preparing reports and financial data; training and supervising other support staff; and customer relations. The ideal candidate for this position will have strong clerical skills, and an educational background that demonstrates critical thinking skills with an ability to work independently when required. QuickBooks experience required. The ideal candidate should have experience with non-profit organizations and grant funding. Experience with accounts payable and receivable as well as payroll required. Strong organizational and multitasking skills a must.

Essential duties and responsibilities:

- Perform clerical/office duties; Produces information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
- Welcomes guests and customers by greeting them, in person or on the telephone; answering or directing inquiries.
- Represents the executive by attending meetings in the executive's absence; speaking for the executive.
- Completes projects by assigning work to clerical staff; following up on results
- Prepares reports by collecting and analyzing information
- Provides historical reference by developing and utilizing filing and retrieval systems; recording meeting discussions
- Aid in creating an electronic format data for submission to funding source
- Process Accounts Payable and Receivable, Payroll/timesheets
- Correspondence/member contact
- Monitor financial expenditures for all grants and sub-grants
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Duties as assigned by the Executive Director and/or the Board
- Must submit and pass FBI background check
- Maintain coalition membership roster

Skills and Qualifications:

- The ideal candidate will also be proficient in use office computer applications, such as MS Word, Excel, and Outlook.
- Writing Skills, Reporting Skills, Supply Management, Scheduling, Microsoft Office Skills, Organization, Time Management, Presentation Skills, Interpersonal skills, Travel Logistics, Public Relation skills, Supervisory/Management skills.
- Quick Book knowledge required
- Experience with grants and non-profit organizations required
- Experience with management and HR duties preferred
- Associate's Degree preferred or an equivalent combination of education and experience

Travel

- Must be able to travel in state and out of state, up to five days at a time.

Application Deadline: April 14, 2017