Job Description for Administrative Assistant

Job Title: Administrative Assistant

Overall Statement of Responsibility:
This position provides administrative support to the agency’s Executive Director, Associate Director and Director of Practice Management, including clerical functions, filing and record keeping, light bookkeeping, assistance with statistics and data reporting, and special projects.

Essential Duties & Responsibilities:
- Provide secretarial and administrative support to the Executive Director, Associate Director and Director of Practice Management as required
- Collect and distribute incoming mail and faxes
- Prepare and send outgoing mail and faxes
- Purchase, receive and store office supplies, ensuring that basic supplies are always available
- Maintain orderly filing systems
- Back-up electronic files using proper procedures
- Coordinate work orders for IT and maintenance issues
- Record financial transactions – A/P, A/R, payroll, in-kind donations and bank transfers – in accounting program
- Take deposits to the bank
- Help pull data and statistics for reporting to outside agencies
- Help keep the common office areas neat
- Archive files
- Perform all other tasks required for the smooth and efficient running of the office
- Other projects and assignments as needed

Minimum Qualifications:
- High school diploma with one to three years related experience
- Evidence of the practice of a high level of confidentiality
- Strong organizational skills and ability to be self-directed and detail-oriented
- Proficiency in Microsoft Office suite, particularly Word, Excel, PowerPoint, and Outlook
- Clear criminal record check
- Requires personal vehicle

Preferred Qualifications (in addition to Minimum Qualifications):
- Associate’s degree in Business Administration or related field; or three to five years related experience and/or training; or equivalent combination of education and experience
- Experience with Sage 50 Accounting for Nonprofits or QuickBooks
- Bilingual English – Spanish speaker
Personal Characteristics:
[SBHC NAME] expects all employees, regardless of position within the agency, to demonstrate competence in the following areas.

- **Behave Ethically:** Understand ethical behavior and business practices and ensure own behavior and behavior of others are consistent with these standards and align with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others both internally and externally to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- **Focus on Client Needs:** Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations.
- **Foster Teamwork:** Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- **Solve Problems:** Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Physical Demands:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to sit, stand, and go up and down stairs. The employee must occasionally lift and/or move supplies.

Working Environment:
The Administrative Assistant will work a standard work week, which is 8:00 am – 4:30 pm (with a one-hour lunch) Monday – Friday. On occasion, the Administrative Assistant may be required to work some overtime hours, such as assisting with a fundraising event.

**Reports to:** Associate Director

**Supervises:** None

**Collaborations:** Executive Director, Director of Practice Management

**Classification:** Full-time, salaried, non-exempt