



Administrative Assistant

Job Description

Part-time, non-exempt position

\$15-18/hour
20 hours/week

Possibility to work remotely for a portion of the time

Send resume and cover letter to:
jenny@advocatesoflakecounty.org

Position will remain open until filled

- **Comply with Board-Approved Financial Policies and Procedures and Internal Controls**
 - Retrieve mail every two days
 - Open and process mail
 - Prepare checks for deposit (photocopy and fill-out deposit slips) and hand to Executive Director (ED) to be deposited
 - Help ED prepare for audit and Form 990 by compiling documents and reports
 - Coordinate with Bookkeeper to prepare monthly grant audits

- **Grant Management**
 - Prepare backup documentation for grant reporting (i.e. photocopy relevant paperwork for reimbursement requests)
 - Maintain grant files (electronic and paper)

- **Manage Vendor Payments**
 - Track bills as they come in
 - Notify ED if expected bills have not been received and follow-up with vendors
 - Follow-up with vendors when bills are inaccurate

- **Manage Donations**
 - Monitor donations and keep staff apprised of current needs
 - Work with staff to organize clothing bank and the food bank
 - Ensure thank you notes and/or tax letters are sent in a timely manner
 - Work with Board and Program Sustainability Director to solicit and track donations for the annual “Empowerment Express” fundraiser

- **Manage Facilities Maintenance**
 - Work with ED and Housing Advocate to identify needs for facilities maintenance, repair and upkeep

- Make arrangements with vendors and run background checks before finalizing service agreements
- Submit contractor timesheets and expense forms upon completion of service
- **Miscellaneous Administrative Duties**
 - Work with ED and insurance agent to procure agency and employee insurance (General Liability, Directors' and Officers', Health, Dental, Workers' Compensation)
 - Work with ED to comply with reporting requirements to the Secretary of State
 - Track volunteer hours and submit to ED quarterly
 - Order office supplies
 - Maintain office calendar in administrative office
 - Prepare on-call schedule and track employee on-call hours
 - Coordinate with computer technicians to arrange computer services
 - Serve as the first point of contact when staff members need assistance with ALC property (computers, phones and tablets)
 - Maintain general office files (electronic and paper)
 - Make travel arrangements for staff trainings and submit reimbursement paperwork when necessary
 - Collect mileage forms, expense forms and timesheets and submit for processing
 - Other duties as assigned

Desired Qualifications:

- Bachelor's Degree preferred. High School Diploma or Equivalent (G.E.D.), or Associates or Arts Degree accepted
- 3 to 5 years of experience in related field
- Experience in the non-profit sector
- Knowledge of office management
- Good communications skills for wide variety of audiences
- Systems implementation experience

This job description is subject to periodic review by the Board of Directors

ALC is an Equal Opportunity/Affirmative Action Employer

Some evening, weekend and overnight work may be required on occasion

Option to take call every 6-8 weeks for an additional stipend (additional training provided)

Possibility to work remote part of the time after a 3 month review/evaluation

Work Conditions: The majority of the duties for this position are performed within an indoor environment, although travel between work sites may be required. The incumbent may be exposed to some noise (electrical, mechanical or human) on an occasional basis, and other related hazards associate with an office environment.

I understand the job duties and requirements outlined above and will approach my immediate supervisor if I have questions regarding these duties or my performance of the same.

Signature

Date

Printed Name