

Job Title: Administrative Assistant		Department: Admin	
Reports to: Deputy Director		Date: 09/12/2016	
Job Code:	Type of position:	FLSA:	Position Details:
WC Code:	<input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Intern	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt	<input checked="" type="checkbox"/> Individual Contributor <input type="checkbox"/> Supervisor/Manager (direct reports)

JOB SUMMARY

The Administrative Assistant will provide support to the Executive Director, Deputy Director, Accountant and Director of Communications in the performance of routine and/or recurring duties related accounting, fund development, human resource services (employee benefits, renewals, etc.)

RESPONSIBILITIES

- Assist Accountant in preparing checks and deposits using QuickBooks software.
- Maintain file of credit card receipts. Match receipts with monthly bill. Track down missing receipts with card holder. Assist Accountant as needed in entering receipts in QuickBooks. File receipts by vendor after Executive Director has approved the monthly bill.
- File invoices, check stubs, deposits and bank statements within 5 work days of Executive Director approval.
- Mail or otherwise distribute signed checks.
- Point of contact regarding health, dental, and disability insurance and flex benefits and retirement plan. Coordinate annual re-enrollment in insurance and flex benefits for all employees.
- Obtain W-9s from vendors, preferably prior to payment, for payments required to be reported annually on Form 1099. Enter these taxpayer identification numbers in QuickBooks and mark vendors as subject to 1099 reporting in QuickBooks.
- Maintain Suspension and Debarment records for expenditures of federal funds.
- Assist Contract Accountant as requested.
- Reconcile funds received with Fund Development staff at least monthly.
- Maintain updated list of authorized drivers for use of Homeless Alliance van and coordinate with insurance provider.
- Maintain copies of employee's insurance cards and driver's licenses for those employees using their personal vehicles for Homeless Alliance business and transporting clients. Remind employees when policy or license expires to be sure we always have current information.
- Assist external auditors as needed.
- Serve as backup for receptionist as need and time allows.
- Set up Board room for monthly Board and Finance Committee meetings. Clean up afterward including kitchen if food and beverage was provided.
- Take Minutes at Board meetings. Ensure all documents provided to Board and Finance Committee members either electronically or at the meeting are maintained in labelled files on shared drive along with minutes of said meeting.
- Prepare and file monthly sales/use tax reports.
- Assist director of communication with donor acknowledgment activities which includes but is not limited to producing handwritten thank you notes and formal tax receipt letters weekly
- Provide weekly donation reports to the director of communications
- Assist with grant research and applications
- Produce monthly report of news coverage for the board
- Update and maintain donor database

REQUIREMENTS

- Dedicated to end homelessness in Oklahoma City with a sense of urgency.
- Strong writing, reading, listening and speaking communications skills.

- Possess well-developed, decision making skills, attention to detail with a high level of accuracy.
- Ability to excel in a diverse, collaborative team environment.
- Possess a high level of interpersonal skills to handle sensitive and confidential Homeless Alliance, client, donor, and employee information and situations.
- Able to multi-task and remain calm in demanding and unpredictable situations.
- Possess ability to understand various Homeless Alliance operations and procedures.
- Able to maintain a professional, customer service-oriented attitude at all times.
- Ability to meet face-to-face with homeless individuals of diverse backgrounds and disabilities, including physical, mental, substance abuse, HIV/AIDS, etc.; able to develop rapport, provide information, and refer with sensitivity to cultural issues.
- Ability to work and communicate with staff, clients, donors, vendors, community agencies, etc. to meet their needs in a polite, courteous and cooperative manner, yet appropriate assertive as situation may demand.
- Display a high level of initiative, effort and commitment towards completing assignments efficiently.
- Possess excellent time management skills and the ability to work with minimum supervision.
- Able to meet a flexible work schedule including evenings and weekends and available on-call for emergencies by telephone and/or cell phone.

EDUCATION & WORK EXPERIENCE

- Associates degree in Administration, Business Communications, HR, bookkeeping or related field
- Two plus years of previous experience in office management or related field.
- Computer literate; experienced with QuickBooks, Microsoft Office (Word, Excel), Outlook, Internet.

LICENSES AND CERTIFICATIONS

- Valid Oklahoma driver's license & Proof of Insurance

PHYSICAL REQUIREMENTS

While performing duties of this job, the employee is regularly required to sit and work at a computer for long periods of time in an office environment and must be able to lift/move weight up to 25 lbs. Employee is also required to accept incoming calls and must be able to hear and speak. Must have visual acuity to read and draft reports, memos, letters, etc. Specific vision abilities required by this job include vision adequate for the incumbent perform the responsibilities and functions of the job efficiently. Must have the manual dexterity to manually operate and use a computer. Incumbent must be able to drive in all weather and road conditions. The noise level is quiet to moderate; non-smoking environment.

Work Environment

The employee will work in an office and public, service-delivery environment. Hectic situations can occur in the public area of the facility characteristic to working with the homeless community and the related concerns and situations related to homeless conditions. Potential exists for volatile and unpredictable situations to occur. May experience exposure to strong odors such as soiled clothes and poor hygiene.

The qualifications, physical demands, and work environment described herein are representative of those an employee will encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

This is a grant-funded position and is contingent upon the availability of funds.

The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the associate a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change, so, too, may the essential functions of this position.

This is a full-time position. Wages commensurate with level of skills and experience. Health and dental benefits included. To apply, send cover letter and résumé with three professional references to Dan Straughan at danstraughan@homelessalliance.org