

**ADMINISTRATIVE AND FINANCIAL ASSISTANT**  
Job Description

**GENERAL STATEMENT OF DUTIES**

Under direction of the Executive Director, the Administrative and Financial Assistant is responsible for the overall management and maintenance of the administrative office and agency accounting system, including but not limited to payroll, accounts payable, general ledger, grant billing, grant receivables and financial statements.

**QUALIFICATIONS**

1. Minimum High School Graduate. Associate Degree with a focus in accounting preferred.
2. Bookkeeping experience a plus (processing payroll, accounts payable and accounts receivable).
3. Two years demonstrated experience.
4. Knowledge of office machines and software (i.e.: QuickBooks, word processing, spreadsheet, database, PDF).
5. Must be able to type minimum of 55 wpm and be accurate.
6. Must have excellent organizational, time management, attention to detail and communication skills.
7. Experience in domestic violence/sexual assault program preferred.
8. Valid Driver's License and reliable transportation.

**DUTIES:**

1. Greets and assists incoming patrons and clients.
2. Provide agency telephone coverage as needed during business hours; including taking and delivering telephone messages and scheduling appointments, crisis call intervention and referrals.
3. To process and oversee accounting functions, including payroll, accounts payable, general ledger, accounts receivable, cash disbursements, account balances, cash flow monitoring.
4. Maintains filing system and agency handouts (personnel files, educational materials, financial files, client files, etc.).
5. Maintains all outgoing correspondence, acknowledgments, donation log, reports.
6. Coordinates reference and background checks for personnel files. Assists with personnel recruitment and advertising.
7. Participates on an agency committee.
8. Attends in-services and conferences deemed appropriate.
9. Other duties as deemed necessary.

**Schedule:** Part-Time, Hourly, Non-Exempt

**Worksite:** Administrative Office

**Supervisor:** Executive Director

**Salary Range:** \$12.50-\$15.95