

Transitions

Job Description

Position: Executive Assistant
Supervisor: Chief Executive Officer
Classification: Non-exempt

Summary

Under the supervision of the Chief Executive Officer, the Executive Assistant supports the general administrative functions of the Administrative Department, including answering phones, greeting/referring/assisting visitors, customers, staff, or others, preparing documents and reports, compiling records, scheduling meetings, organizing and maintaining information, coordinating calendars, analyzing data including budgetary expenditures, and providing general office support. The Executive Assistant provides technical and office administrative duties to support the Finance Director, Grants and Compliance Director, CEO, Board of Directors, and the staff, including varied and complex office duties. The Executive Assistant supports the administrative staff to ensure proper recordkeeping and vendor relations in support of staff, clients, and vendors. This position performs HR functions as defined under Responsibilities. Responsibilities require the exercise of independent judgment and knowledge of overall agency activities. The Executive Assistant is a mandated reporter of suspected child abuse as defined by the PA Child Protective Services Law. This position is full-time with primarily daytime hours with occasional early evening hours.

Responsibilities

General Responsibilities

1. Perform various administrative duties as required by daily operations, including accounts payable and receivable and human resources records maintenance.
2. Perform administrative duties associated with fundraising activities related to the Annual Auction, Annual Appeal, and fundraising campaigns. This includes the maintenance of the donor management system.
3. Support the Board Auction Committee in maintaining a schedule of activities for the event.
4. Represent Transitions in interactions with donors and community and business members.
5. Coordinate office activities and schedules; develop and recommend office procedures and systems; ensure smooth office operations.
6. Research and analyze routine administrative projects for the CEO and Finance Director; prepare first draft reports on routine administrative matters.
7. Receive and distribute incoming mail; review and evaluate mail to identify those items requiring priority attention of the CEO, Finance Director, or department heads.
8. Receive and screen communications to the CEO, Finance Director, and other department heads including telephone calls and e-mail messages, and provide assistance using independent judgment to determine those requiring priority attention.
9. Independently respond to letters and general correspondence of a routine nature.
10. Provide back-up for all necessary duties for the Fiscal and Operations Administrator.
11. Perform other duties as assigned as allowable by funders.

Fiscal and HR Administrative Responsibilities

1. Collect and manage staff timesheets and issues biweekly payroll checks.
2. Prepare monthly, quarterly, and annual payroll tax forms on a timely basis to ensure compliance with federal, state, and local regulatory agencies.
3. Administer fundraising activities and the accounting for such activities.
4. Maintain cash receipts journal and record of data for receipts and deposits of all incoming checks and cash.
5. Reconcile bank statements on a monthly basis.
6. Advise Finance Director of financial concerns that might arise.
7. Maintain compliance with all fiscal standards as mandated by the audit under the direction of the Finance Director.
8. Enter In-Kind Donations into tracking system. Provides necessary match information to Fiscal and Operations Administrator.
9. Complete HR tasks related to hiring, onboarding, and enrollment in eligible insurances; Aids in assisting Fiscal and Operations Administrator with other HR duties as necessary.
10. Maintain calculations and supporting documentation for vacation/sick time bank as required by human resources management policies and procedures.
11. Prepare all payments of invoices on a weekly basis for submittal to the CEO for approval. Upon approval, issue checks and maintain an adequate filing system to support paid invoices.
12. Place ads during recruitment process in newspapers and with popular sources for applicants; receive and evaluate resumes, separating resumes that reflect minimum qualifications for consideration.
13. Maintain applicant tracking system ensuring appropriate communications with applicants on their status. Issue correspondence to applicants. Check applicant references.
14. Maintain all HR files necessary to meet the requirements of funders.
15. Attend professional development functions and seminars to enhance job knowledge and skills.

Donor System Responsibilities

1. Update donor information in the donor management information system.
2. Generate information necessary for CEO and Board members to support all fundraising efforts.
3. Generate correspondence that enhances donor relationships.
4. Recommend actions to CEO, Finance Director, and Board members to enhance donor relations.

Qualifications:

Required

1. Equivalent to completion of four years of college-level coursework and three years of administrative, supervisory, or leadership experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed above.
2. Must possess accounting and administrative skills and knowledge of general office procedures.

3. Must possess computer knowledge to the full operation of the fiscal program in use, including Quickbooks and fundraising software such as Giftworks.
4. Upon hire, must complete 80-hour Transitions Domestic Violence/Sexual Assault Counselor Training.
5. Must have a valid driver's license, reliable vehicle, and adequate motor vehicle insurance.
6. Must have Act 34, Act 114, and Act 151 clearances.

Preferred

1. AB or BS Degree from an accredited college or university.
2. Accounting and human resources experience.
3. Non-profit experience.

Staff Signature

Date

CEO Signature

Date

THIS IS NOT AN EMPLOYMENT CONTRACT. MANAGEMENT HAS THE RIGHT TO CHANGE DUTIES, RESPONSIBILITIES AND WORK SCHEDULES AS NEEDED.