

<b>JOB TITLE: Administrative Assistant</b>	<b>Salary: \$12-\$15 per hour DOE</b>	<b>DATE PREPARED: 2018.10.29</b>
<b>STATUS: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-exempt</b>	<b><input type="checkbox"/> Salaried <input checked="" type="checkbox"/> Hourly</b>	<b><input checked="" type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary</b>
<b>HOURS PER WEEK: 32-40 hours</b>		<b>LOCATION: Southern Arizona, Tucson</b>

**REPORTING RELATIONSHIP:**

**REPORTS TO: Operations Manager**  
**SUPERVISES: N/A**

**POSITION SUMMARY:**

The Administrative Assistant performs a variety of administrative and clerical tasks. Duties of the Administrative Assistant include but are not limited to, providing support to the admin team, managers and the Executive Director, assisting in daily office needs and managing our company's general administrative activities. This position will also cross train with the Administrative Support Specialist to provide back up on duties of reconciliation, opening student accounts, troubleshooting student account issues, and processing wire letters and forms.

**ESSENTIAL FUNCTIONS:**

- Open, sort, scan and prioritize mail
- File, type, copy, scan documents
- Collect and process monetary transactions
- Assist with bookkeeping including, but not limited to, AR/AP, payroll, end of month expense reports and bank reconciliations
- Maintain electronic filing system
- Prepare credit card expense reports for reconciliation
- Computer maintenance set up and assignment
- Purchase supplies
- Attend board meetings and record minutes
- Maintain board documents
- Maintain contact lists in Bloomerang software
- Send thank you letters to donors
- Ensure operation of equipment by completing preventative maintenance requirements; calling for repairs; maintaining equipment inventories; evaluating new equipment and techniques
- Handle sensitive information in a confidential manner
- Reply to email, telephone or face to face enquires
- Develop and update administrative systems to make them more efficient
- Answer telephone calls and pass them on
- Coordinate repairs to office equipment



**OTHER DUTIES AND RESPONSIBILITIES:**

- Assist Executive Director, Operations Manager, Program Director, and Program Manager as needed
- Other duties and responsibilities as assigned

**MINIMUM QUALIFICATIONS:** (Required unless stated as “preferred”, “a plus” or “desired”)

**Education/Formal Training/Certifications:**

- High School Diploma or GED required, Associates or bachelor’s degree preferred
- Two (2) years of administrative support or related experience

**Experience, Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills
- Experience with Microsoft Office 365 applications
- Experience with electronic filing systems
- Bilingual (Spanish and English) speaking, grammar, composition (preferred)
- Fast learner with the ability to troubleshoot minor problems
- Exemplary time and task management skills
- Highly disciplined and organized
- Ability to handle sensitive and confidential information with discretion
- A self-starter who seeks and seizes opportunity
- Proficiencies with other technology (e.g. Microsoft Office, including Excel, database systems), and willingness to adapt to new technologies
- Be comfortable in a “virtual office” environment as the geographic dispersion of staff across Arizona requires virtual communications and adherence to systems that support this type of workplace. Familiarity with and a desire to increase competency with software and online platforms that are utilized by the organization is required.
- Strong attention to detail and follow up skills

Other relevant experience may be considered as substitutes for above qualifications.

**TRAVEL AND AVAILABILITY**

Travel within Pima County will be required. Travel within the state including to statewide team meetings, trainings, etc. will be required rarely.

*This description is not intended to be an exhaustive list of all responsibilities and duties associated with the job. Earn to Learn may modify this job description as appropriate.*

