

POSITION DESCRIPTION

- Job Title:* Administrative Assistant
- Job Role:* The role of the Administrative Assistant is to help manage the daily operations of multiple programs for the organization.
- Reports To:* Executive Director (ED)
- Job Duties:* The Administrative Assistant will be responsible for:
- Answer incoming calls and respond to public inquiries about all program requirements, donations of funds and materials –daily
 - Collect, record and deposit all monetary and in-kind donations, payments, and other revenue – daily
 - Handle sponsor/donor correspondence and monitor payments – as needed
 - Supports the ReStore with data entry, scheduling and organization
 - Assist ED in preparation of monthly and other financial reports – monthly
 - Perform bookkeeping functions of the affiliate (preparing payment vouchers, paying bills, tracking unpaid invoices, payroll) – pay bills every two weeks
 - File sales tax (copy, collating, filing) – quarterly
 - Collect, sort and distribute incoming mail – daily
 - Send potential homeowner packets – as needed
 - Send approval/denial/additional info letters to applicant families – as needed
 - Maintain donation and mailing list databases using Sales-Force
 - Assist ED to prepare grant reports – monthly
 - Preparation of year-end tax documents and audit requirements – yearly
 - Petty cash reconciliation – monthly
 - Keep work areas clean and professional looking - daily
 - Support Construction Department initiatives and programs
 - Support Fund Development activities such as Annual Campaign, Special Events
 - Support communications activities such as the monthly newsletter
 - Assists Volunteer Coordinator with program paperwork
 - Other duties as required
- Requirements:* Accounting experience required. Must be team oriented, organized, able to meet deadlines and able to be skilled in computer use (quick-books, word, excel). Must be able to appropriately prioritize tasks and responsibilities and manage multiple projects simultaneously. Must be able to articulate GCHFH's mission, values and goals. The ability to work effectively with a diverse group of people and the ability to represent and have an understanding of our Christian organization is necessary. Valid driver's license required.
- Hours:* This is a full-time position of at least 30 hours of work each week at the Habitat office, typically M-Saturday 8:30-5:30 however some nights and weekends are required.
- To Apply:* Please send resume, cover letter and salary requirement to mkato@geneseehabitat.org by October 15, 2016