



Administrative Assistant Job Description 2023

<u>DATES:</u>	Year-Round
<u>ANNUAL SALARY:</u>	\$24-\$29 per hour
<u>EMPLOYMENT STATUS:</u>	Full-Time, Year-Round, Non-Exempt Employee
<u>BENEFITS:</u>	Health, dental, vision, 401K, disability, and life insurance. RMYC pays 100% of employee premiums. Paid vacation, sick time, holiday.

Applicants must submit resume, three professional references, and cover letter to:

hrdirector@rockymountainyouthcorps.com

Subject line: Administrative Assistant

Position is open until filled.

Summary

The Administrative Assistant is a senior staff position responsible for assisting directors and officers in managing various aspects of the non-profit operations. The Administrative Assistant reports directly to the Chief Finance Officer.

Position Summary:

The essential duties of the Administrative Assistant (AA) are to provide support and assistance to various officers (Chief Executive Officer, Chief Finance Officer, Chief Operations Officer, and Chief Program Officer) and Directors (Human Resources Director, and Accounting Director) of the organization. The basic functions include a range of tasks including clerical, basic accounting and payroll, employment intake, record keeping, and office management. The focus areas below describe the types of activities this position will assist with.

I. Financial

- a. **Accounts Receivables and Accounts Payables.** The AA will assist the finance team in processing receivables and payables including entries into Quickbooks, Salesforce and other systems.
- b. **General Finance and Accounting.** The AA will assist the finance, accounting, and leadership teams in maintaining the monthly and annual budgets; preparing bank deposits and reconciliations; inputting credit card transactions; timesheet tracking; payroll processes including entering seasonal hires into QuickBooks; processing donations, grants, program fees, and earned income; agreements management; and state and federal filing support for tax returns, reports, and audits.

II. Administrative

- a. **Office Management.** The AA will manage office supply inventory and purchases, assist with conference and meeting room preparation, pick up mail and sort, and other related tasks.
- b. **Volunteers.** The AA will assist with supporting volunteers including board members, donors, and others.
- c. **Special Events.** The AA will assist in preparation and execution of special events as needed.
- d. **General.** The AA will participate in staff meetings, retreats, and other gatherings.

III. Human Resources

- a. **Employee Processing.** The AA will assist the HR department in processing seasonal incoming employees including background checks, paperwork, data entry and retrieval, demographics, orientations, and other related tasks.
- b. **Employee Support.** The AA will assist the HR department in supporting employees including year-round staff, seasonal staff, and seasonal participants with benefit administration.

Qualifications

Education: Associate degree minimum preferred.

Experience: Substantial experience with computer systems including accounting, database, Excel, Word, Google, and others. RMYC uses Quickbooks for accounting, Salesforce for database, and Donorview for donations.

Knowledge, Skills & Abilities

The primary asset for this position is passion for the mission, vision, and goals of the organization. Other important assets include the following list:

- Ability to learn new tasks in a timely and comprehensive manner.
- A basic understanding of accounting and compensation concepts.
- Ability to maintain accurate and complete records.
- Proficient with aspects of QuickBooks software, Word, Excel, and Google Suite.
- Strong mathematical skills.
- Ability to complete tasks in a detailed and timely manner.
- Ability to manage competing priorities while meeting deadlines.
- Must be detail oriented, motivated, self-starter with strong organizational skills.
- Good people skills, including good speaking and writing skills.
- Ability to work with people from diverse backgrounds.
- Ability to work independently.
- Discretion and appropriate judgment related to confidential information.
- Ability to work well with others in a team atmosphere.
- Reliability, honesty, and confidentiality.

PHYSICAL DEMANDS and WORK ENVIRONMENT

RMYC is committed to the full inclusion of all qualified individuals and will ensure that persons with disabilities are provided reasonable accommodations to perform essential job functions. Some positions may require periodic overnight travel, non-traditional work hours and physical ability to walk, climb, balance, stoop, kneel, crouch, type, read, repetitive motions, lift up to 25 pounds, and/or use tools/equipment on an infrequent or frequent basis. The ability to safely drive an organizational vehicle may also be required. The noise level is typically low to moderate.

Rocky Mountain Youth Corps is an Equal Opportunity Employer and a Drug Free workplace. Rocky Mountain Youth Corps is committed to the inclusion of members with all levels of ability. Reasonable accommodations are available upon request. This program is available to all, without regard to age 40 and over, color, disability, gender identity, genetic information, military or veteran status, national origin, race, religion, sex, sexual orientation or any other applicable status protected by state or local law.