



A L L I A N C E

AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

STRENGTHENING OUR COMMUNITY ONE STEP AT A TIME

ALLIANCE AGAINST FAMILY VIOLENCE AND SEXUAL ASSAULT

JOB DESCRIPTION

OUR MISSION:

TO STOP DOMESTIC VIOLENCE AND SEXUAL ASSAULT IN KERN COUNTY AND ASSIST SURVIVORS IN RECLAIMING THEIR LIVES.

ADMINISTRATIVE ASSISTANT

Responsible To: Outreach Services Supervisor

Employment Classification: Non-Exempt

Department: Administrative

Fundamental Objective: Serve as agency's Personnel and Human Resource Officer. Oversees building and equipment needs and repairs. Coordinates agency supply orders and printing needs. Serves as agency's Safety Coordinator. Assists agency Executive and Supervisors as needed. Serves as liaison between Outreach Services Supervisor and Agency Accountant

Level of Supervision Required: Minimal

Supervisory Responsibilities: none

Hours: Full-time, must be available to work occasional overtime and/or nights

Minimal Qualifications:

- AA Degree and minimum two years experience in Human Resources or equivalent years experience.
- Intermediate to advanced knowledge of Excel spreadsheets and Microsoft Office.
- Good knowledge of spelling, grammar and punctuation.
- Ability to represent the agency in a professional manner.
- Ability to attend meetings and training within and outside of agency.
- Experience dealing with multiple tasks, requirements and projects.
- Ability to organize and prioritize work.
- Record keeping skills.
- Possess a valid California Driver's License, have own transportation, maintain a driving record which is acceptable to agency's insurance carrier, have and provide evidence of personal auto insurance coverage once a year or upon expiration.
- Ability to work with people from a wide variety of professional, non-professional, ethnic, racial, sexual orientation, gender, mental and physical abilities, socio-economic and religious background. .
- Ability to understand OSHA, Employer Labor Laws, etc. in order to make recommendations to the Administrative and Executive Directors to insure agency compliance.
- Knowledge of office equipment such as telephone, adding machine, fax, copier, duplicator, postage meter, and typewriter.

Essential Job Duties & Responsibilities:

- Assist in setting up, monitoring and updating as needed all employee personnel records
- Assist in coordinating new employee orientations which include a review of the Agency's Policy Manual, tour of the building, etc.
- Assist in updating all required postings for employees such as Minimum Wage Poster, Workers Comp Poster, Etc.
- Responsible for supervising the ordering of supplies as requested by department supervisors such as office supplies, business cards, etc.
- Responsible for supervising the ordering of supplies such as cleaning and paper supplies, agency letterhead and envelopes, etc.
- Responsible for maintaining an office inventory of equipment and furniture and overseeing equipment maintenance and repair.
- Assist with receiving all funds for the agency, preparing all needed receipts and notifications.
- Track donors and assist in fundraising activities as needed.
- Responsible for maintaining strict confidence of employee wages and information, agency financial information and all communications with Outreach Services Supervisor, Associate Director, Executive Director and Agency Accountant.
- Prepare payroll journal in accordance with all State and Federal laws regarding employee wages and benefits. Track employee benefits. Communicate benefit changes to benefit vendors.
- Code all wages to applicable grants following agency coding procedures.
- Ensure timesheets are prepared correctly, signed and all attachments are in order or immediately notify Site Supervisor.
- Review payroll for accuracy of wages and benefits prior to preparation and distribution of payroll at 3pm on each payday. Immediately correct any payroll error in accordance with Site Supervisor and Agency Accountant's instructions.
- Maintain efficient filing system of each pay period's timesheets and payroll journal which are permanent records of the agency.
- Create, maintain and file all employee wages and benefits files as needed including employee exits.
- Review payables and prepare requisitions for payables. Review requisitions from coordinators for accuracy.
- Gather and compile Outreach Services Supervisor's daily correspondence to and from parent organization for pickup or sorting in Outreach Services Supervisor's office.
- Directly responsible for timely dissemination of mail, correspondence and financial information from Outreach Services Supervisor to Agency Coordinators, Associate Director, Executive Director and Agency Accountant.
- Responsible for any other duty as assigned by the Outreach Services Supervisor, Associate Director, and Executive Director.

Essential Position Requirements:

- Must have computer skills and program knowledge.
- Must be detail oriented and able to accurately and in a timely manner complete tasks.
- Must be able to handle multiple tasks, stressful conditions and deadlines.
- Must be flexible in order to handle changing priorities.
- Must be willing and able to work overtime and / or nights as assigned.
- Must be willing to complete agency's volunteer/staff training.
- Must be able to perform light maintenance tasks.
- Must be able to troubleshoot equipment failure.

Marginal Position Requirements:

- Ability to perform bookkeeping duties.

Essential Physical Requirements:

- Must be able to lift, bend, reach and use a step ladder for inspection, maintenance duties and / or receptionist duties.
- Must be able to read, write and speak legibly to perform duties.
- Must be able to take notes while on the phone to perform duties.
- Must be able to drive to attend seminars and spend time at the shelter.
- Must be able to stand to make presentations.
- Must be able to sit to perform clerical duties
- Must be able to sit or stand to operate computer, fax machine, copier, etc.

Employee Signature

Date

Supervisor Signature

Date