



## **JOB DESCRIPTION**

**JOB TITLE:** Administrative Assistant

**DEPARTMENT:** Administration

**ACCOUNTABILITY:** Executive Director

**FUNCTION:** The Administrative Assistant contributes to the efficient day-to-day operations of the organization by managing administrative processes to maximize productivity; assisting with staff recruitment and training; maintaining employee and vendor records; performing payroll processing; managing employee benefits; oversees calendars and scheduling; prepares correspondence; and handles meeting preparation and logistics. The Executive Assistant will also remain flexible and versatile while working semi-independently to manage multiple projects simultaneously as special projects may be assigned. This position requires a detail oriented person with excellent organizational skills and the ability to handle sensitive information confidentially.

### **Responsibilities:**

#### Administrative

- Check and sort all incoming mail.
- Manages the office supply and staff uniform inventory.
- Maintains organized and updated files, charts, tracking spreadsheets, lists, etc.
- Prepares various reports and presentations.
- Proofreads printed and online material as requested.
- Runs various company errands.
- Sends out all-staff communications and manages staff meetings including scheduling, set up/clean up, implementation, and meeting notes.
- Submits all employee and non-employee incident reports, ensuring collection of requisite information from involved parties, maintaining organized records, collecting and providing documentation as needed.
- Assists with IT and technology needs to ensure efficient and consistent operations.
- Assists with planning, information gathering, coordinating and scheduling of special projects as requested.
- Supply ordering and invoice management.

#### Humane Resources

- Manages job postings on both internal and external websites, ensuring compliance with best hiring practices.
- Assists with maintenance of employee records as well as execute payroll, and benefit administration.
- Conducts timely and accurate submission of payroll bi-weekly.
- Ensures employee handbook remains updated with new policies and employees receive notification of all changes in a timely manner.

#### Financial

- Conduct financial tasks including but not limited to accounts payable, deposits, billing, payment processing, and collection on returned checks.
- Make timely bank deposits and ensure appropriate coding, preparation, and delivery of financial packet to the accountant on a bi-weekly basis.
- Performs data entry of donations in donor management software and retrieves reports as needed [Donor Perfect].
- Assists with data entry and tracking for monthly financial reporting and communications.
- Other duties as assigned.

#### **Physical Requirements & Work Environment:**

- Ability to lift and transport materials weighing up to 30 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand or sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday, and weekend work hours.

#### **Required Skills / Experience:**

- Associate's Degree preferred.
- At least 5 years of overall professional experience; 2+ years of human resource or administration experience.
- Prior payroll experience preferred.
- Experience with Microsoft Word, Excel, and PowerPoint required with the ability to quickly navigate new applications and systems.
- Personal qualities of integrity, credibility, and dedication to the mission of the SPCA.
- Ability to set goals, implement action plans, and monitor personal progress towards goals.
- Ability to organize and execute policies and procedures as planned while maintaining flexibility.
- Possess a friendly, empathetic and approachable demeanor.
- Ability to maintain the highest level of confidentiality and professionalism at all times.
- Highly motivated self-starter with strong attention to detail and the ability to work in a fast paced environment with minimal supervision.
- Possess excellent verbal and written communication skills, good interpersonal skills, and a good understanding of employment law.
- Must be a reliable and trusted worker who is able to perform routine tasks without supervision.
- Ability to actively problem solve and seek answers independently.
- Must be an organized and efficient team player.
- Valid Virginia Driver's License required.

#### COMPENSATION

This is an hourly position offering a competitive rate based on experience.

#### NATURE OF EMPLOYMENT

The Administrative Assistant position is a non-exempt position, which is part time position limited to maximum of 28 hours per week.

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the ROCKINGHAM HARRISONBURG SPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Employee name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_