Job Description

Job Title: Administrative Support Specialist
Department: Administration
Reports to: Director of Administration
Date: ________/_______/_______
FLSA Status: Full-time-exempt hourly
Employee Initials: _______________

Basic Function
Responsible for providing administrative support to Accounting and Finance Department and COVID-19 Strategic Crisis Response Team (COSCRT). Assist with Accounting function tasks and planning/implementation associated with COSCRT.

Responsibilities
1. Assist COSCRT with a variety of tasks, including attending and taking meeting minutes, email correspondence, and coordination of resource and information distribution.
2. Assist with coordination and implementation of ETSS COVID-19 safety protocol, including PPE inventory management and distribution.
3. Assist with bi-weekly payroll processing.
4. Assist with preparing and compiling account entries.
5. Assist with documenting financial transactions.
6. Assist with preparing and verifying appropriateness and accuracy of payments for accounts payable.
7. Assist with reconciling client account and investigating financial discrepancies.
8. Assist with preparation for various audits with grant auditors and annual audit.
9. Assist with preparing invoices and related documentation for accounts receivable.
10. Attend COSCRT, Staff and other meetings, as required
11. Participate in general staff trainings and specific trainings for position, as necessary
12. Other duties as assigned by Director of Administration

Skills
Oral communication skills: Bookkeeping: Interpersonal
Written communication skills: Time management: Self-directed
Microsoft Office Proficient: Detail-oriented: Multi-task

Education
Bachelor’s degree in Business, Accounting, Finance, or related area.

Qualifications/Requirements
Related work experience preferred. Proficiency in Microsoft Excel and Word required. Ability to learn and utilize functions in QuickBooks accounting. Ability to prioritize tasks, multi-task, meet deadlines, and work independently. At least one year of administrative support experience,
excellent communication skill, ability to handle confidential material and maintain confidentiality. Must pass required background check.