

Executive Assistant

Reporting to the Executive Director, the Executive Assistant will define and implement the infrastructure/systems needed to support the mission of the Fund. She or he will continue to build and manage effective and streamlined administrative/financial systems, including accounting, human resources, and physical infrastructure.

Specific responsibilities include:

Financial

- Invoice verification and payment processing.
- Journal entries recording expenditures against grant advances.
- Preparation and finalization of monthly and annual financial reporting materials and metrics for the board of directors.
- Oversee budgeting, financial forecasting, and cash flow for administration, existing programs, and grant applications.
- Coordinate all audit activities.
- Special projects as assigned by the Executive Director.

Administrative

- Serve as direct support to the Executive Director.
- Improve the operational systems, processes, and policies in support of Fund's mission.
- Ensure optimal work environment through stocking office supplies, ensuring technology needs are met, and coordinating facility needs with management company.
- Board meeting packet preparation and distribution.
- Schedule and setup meeting rooms.
- Update website with minutes and grant impact.
- Answer phone and monitor info@claycokids.org
- Perform other duties as assigned by the Executive Director.

Qualifications and Experience

- Bachelor's degree preferred
- Solid working knowledge of QuickBooks
- Advanced formulas in Excel
- Self-starter, ability to work with minimal supervision
- Outstanding written, verbal, and interpersonal skills
- Superior analytical skills
- Ability to multi-task, meet deadlines with accuracy and attention to detail

Salary Range - \$40,000 - \$50,000

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Executive Assistant

Clay County Children's Service Fund seeks a fulltime Executive Assistant to create a small office team. Financial duties include preparation of financial reports, AP, audit, budget, and grant tracking. Administrative and office support for the Executive Director. QuickBooks and advanced Excel skills required. Bachelor's degree plus 2-3 years' experience preferred. Competitive salary with benefits. Resume & Cover Letter: info@claycokids.org No phone calls please. EOE