



## **Casa Guadalupe Office Administrator**

**Part-time:** 25-30 hours a week on average, flexible work schedule with average hours Monday – Friday from 9:00am – 3:00pm. Very limited Saturdays required.

### **General Job Statement:**

Office Administrator will work primarily in Casa Guadalupe's office and occasionally off site for special events and fundraisers. Will undertake administrative tasks, ensuring the rest of the staff has adequate support to work efficiently. Will help fulfill Casa Guadalupe's mission to be the bridge of integration to Hispanics and the communities in which they live through education and community access.

### **Qualifications:**

- Minimum 2 years office administration experience
- Strong verbal and written communications skills
- Exceptional organizational and problem solving skills
- Familiarity with office management procedures and basic accounting principles
- Proficient in the use of Microsoft Office and other related software products
- Knowledge of QuickBooks
- Detail oriented and able to manage multiple tasks simultaneously and reach deadlines
- Verifiable good driving record, reliable transportation and proof of insurance
- Associate's Degree or similar qualifications
- Some knowledge of the Spanish language helpful, but not required

### **Responsibilities and Duties:**

#### Finance:

- Responsible for payroll
- Compile QuickBooks and financial reports for Board of Directors and Executive Director
- Assist with budget development
- Assist with annual reports through accountant and semi-annual audits
- Accounts receivable processing and subsequent deposit reconciliation
- Cash oversight for fundraising events
- Maintain and monitor all contracts without a break in coverage

#### Site administration:

- Monitor site for power, supply level, safety and functional mechanics including computer, phone, copier, fax and internet operations
- Purchase of necessary supplies with approval of Executive Director
- Backup for coverage of temporary staff shortages
- When new process implemented, minimal training of staff may be included

#### Fundraising/Event Planning:

- Available for participation in fundraising and event planning committees
- Maintenance of mailings and status of financial budget/actual with each event documentation in binders
- Manage all proceeds for events, reconciliation, deposits, and prompt reporting
- Other duties as assigned

Benefits include paid mileage and access to additional benefits (short-term and long-term disability, cancer protections, etc.) through Aflac.

*\*Employee to be hired "at will", with a 90 day probationary period.*