



Administrative Assistant (to include Payables, IT)

REPORTS TO: Director of Finance & Administration

FLSA Status: Non-Exempt Part-Time

Position Summary: Attention to details and the ability to “change gears” and work collaboratively with internal staff and external partner is necessary.

The Administrative Assistant position should have excellent oral and written communication skills and be able to organize their work using tools, like MS Excel, MS Word, Outlook and various office equipment. Provides office services by implementing administrative systems, procedures, policies and monitoring administrative projects.

Provide IT technical assistance and support for incoming queries and issues related to computer systems, software, hardware and cell phones. Respond to queries either in person or over the phone. Train computer users. Run diagnostic programs to resolve problems. Clean up computers and phones.

Work with payables, spreadsheets, journal entries, QuickBooks and assist Director of Finance with other accounting duties.

This position is part time with no benefits.

ESSENTIAL FUNCTIONS:

Administration

- Ensure filing systems are maintained and up to date
- Answer main organizational phone and direct calls to proper locations
- Ensure protection and security of files and records
- Work with Director of Finance & Administration to maintain, improve and develop processes
- Maintain office equipment
- Train new staff on office equipment and operations

Information Technology Support

- Provide Information Technology support for the entire organization
- Help staff problem solve or trouble-shoot any computer needs
- Maximize SharePoint and other platforms to increase efficiency across the organization
- Coordinate IT support with computer vendor when assistance is needed
- Responsible for the maintenance and inventory of all computers and phones
- Be a contact for all IT vendors including internet, and both land and cell phone service

Finance

- Payables to include setting up new vendors, entering invoice amount, processing payments, mailing checks, etc.
- Journal Entries to include preparing and adjusting entries
- Help with field work for financial and operational audits
- Research and correct account discrepancies
- Perform other duties, responsibilities, and special projects as assigned
- Complete required training courses as assigned by CYC

Knowledge, Skills, and Abilities

- Computer skills in Microsoft Word, Excel and QuickBooks
- Strong aptitude for computer technology
- An ability to “change gears” and work collaboratively with internal staff and external partner
- Strong problem-solving, mathematical and analytical skills
- Excellent communication skills required for effective interaction with all levels of staff and leadership
- Good organizational and multi-tasking skills
- Ability to be self-directed, effectively working independently to meet deadlines and to also be part of a team
- Appreciation of clear and appropriate boundaries with youth
- A passionate and committed belief that youth can rise above seemingly insurmountable obstacles and return to school, graduate, and enter into post-secondary education
- Dependable transportation and being insurable as a driver on the auto liability policy of Colorado Youth for a Change
- Commitment to supporting and being a part of CYC’s effort to continually strive toward inclusivity and growth and appreciation of the organization and each individual’s unique strengths and perspective, including a commitment to self-development identity work
- Dedication to engaging staff and students across social identities

Minimum Qualifications

- A minimum of two – three years’ experience working in an office setting
- Or a combination of experience and some college courses in Administration, IT or Finance.

I have read, understand and am able to perform the essential functions of this position with or without accommodations.

Employee (Print Name)

Employee Signature

Date

Administrative Assistant

PHYSICAL REQUIREMENTS AND POTENTIAL HAZARDS

The following identifies the physical demands and potential hazards typically encountered by this position. The information is necessary in part to ensure compliance with the Americans with Disabilities Act and the OSHA Blood borne Pathogens Standards. These can reasonably be anticipated in the normal and customary performance of the essential functions of your work.

- NE:** Requirement is present, but is not essential to the position.
- O:** Occasional, up to 33 percent of the time and essential to the position.
- F:** Frequent, 34-66 percent of the time.
- C:** Continuous, over 66 percent of the time.

	NE	O	F	C
Sitting			X	
Walking	X			
Standing	X			
Bending or twisting	X			
Squatting or kneeling	X			
Reaching above shoulder level	X			
Driving cars, light duty trucks	X			
Repetitive motion of hands/fingers			X	
Grasping with hand, gripping		X		
Lifting/carrying 10-25 pounds	X			
Lifting/carrying 26-50 pounds	X			
Pushing/Pulling	X			
Exposure to infection, germs or contagious diseases		X		

Seeing objects at a distance	X			
Seeing objects peripherally	X			
Seeing close work (e.g., typed print)				X
Distinguishing colors		X		
Hearing conversations or sounds				X
Hearing via radio or telephone				X
Communicating through speech			X	
Communicating by writing/reading			X	
Exposure to aggressive/angry people		X		
Other:				

I have read and understand the physical requirements and potential hazards of this position and am able to perform the physical requirements as stated above with or without reasonable accommodation.

Employee Signature

Date