



Thrivalaska Job Description

Title: Administrative Specialist
Status: Full time, full year, 40 hrs weekly
Reports To: Executive Director
Wage: \$17.05 - \$19.25

Position Summary:

Responsible for assisting the Human Resource department 2 days each week, the Finance department 2 days each week and procurement 1 day each week. Must be highly organized with ability to self-motivate and stay on task to meet deadlines.

Principal Duties and Responsibilities:

MINIMUM QUALIFICATIONS

1. HS diploma/GED
2. 1 year experience in human resources management
3. 1 year experience in finance, bookkeeping, procurement
4. Good organizational skills
5. Excellent written and oral communication skills
6. Excellent computer skills – must be able to effectively use Microsoft Office and QuickBooks
7. Ability to operate general office equipment such as phone, fax, copy machine, computer, calculator, credit card machine, etc.
8. Strong telephone etiquette
9. Current driver license
10. Clean driving record and proof of minimum auto insurance coverages

PREFERRED QUALIFICATIONS

1. AA in Business, Finance, Accounting

ADMINISTRATIVE

1. Assist with maintaining employee files
2. Confirm attendance at monthly Board, Finance, and Fund Development meetings
3. Confirm attendance at monthly Policy Council meetings, produce meeting minutes
4. Assist with new hire paperwork, references, interviews, BCU, etc.
5. Cross train with HR Coordinator
6. Track driver compliance
7. Maintain vendor list
8. Special projects for the Executive Director
9. Compliance with all policies, procedures and guidelines, HS Performance Standards, State Licensing Regulations, Uniform Grant Guidance

10. Assist with general office duties including; typing, faxing, record keeping, filing, copying, follow up, organizing, customer service, and decision making

FINANCE

1. Complete CCG report monthly
2. Finance office filing weekly
3. Complete deposits
4. Assist with accounts payable
5. Track receipts
6. Copy Admin timesheets for Admin Invoice monthly
7. Scan monthly bank statements
8. File monthly financial reports
9. Run credit cards for School Age/Head Start/Early Head Start by 25th each month
10. Process daily mail
11. Mail bills weekly
12. Manage credit cards for all programs, keeping sign out log up to date
13. Follow procurement and accounting procedures, shopping when needed
14. Report all suspected fraud activities
15. Continually seek out and process in-kind opportunities to include services and supplies.
16. Actively seek out ways to reduce program cost whenever possible.

PROGRAM

1. Practice family centered and relationship based philosophy.
2. Participate during program self assessment and evaluation processes.
3. Participate during Thrivalaska community assessment activities.
4. Support, implement and participate in program goal setting process to include strategic planning.

CHILDREN & FAMILIES

1. Communicate with children and family members with respect and honor
2. Use positive communication with staff and families
3. Use appropriate manners with children such as please and thank you

COMMUNITY PARTNERSHIPS

1. Enthusiastically promote all Thrivalaska programs

TEAMWORK

1. Follow the chain of communication
2. Treat others as you want to be treated
3. Accept guidance from immediate supervisor
4. Be supportive of other team members and program directors
5. Inform supervisor when work schedule changes due to illness, etc.

PROFESSIONAL INTEGRITY & WORK HABITS

1. Support the mission and goals of Thrivalaska – Helping Children & Families Thrive.
2. Promote teamwork concept in relationship and strength based organization.
3. Promote a positive work environment
4. Project professionalism in conducting daily activities

5. Provide outstanding customer care to staff and community partners in a positive professional manner.
6. Flexible, adaptable and able to adjust to a variety of change and situations.
7. Follow all guidelines and procedures on confidentiality.
8. Observe good housekeeping and safety practices, maintains cleanliness and orderliness.
9. Can be relied on regarding task completion and follow up.
10. Use logical and sound judgment, applies common sense.
11. Make timely decisions and maintains composure under trying circumstances.
12. Promote quality, accuracy, timeliness, reliability and thoroughness of work performed.
13. Is punctual and reliable.

WORK LOCATION

1. Carol Brice Center – 1949 Gillam Way
2. Programs – thread R&R, CCA, Head Start Birth to Five, School Age Program

WORKING CONDITIONS

1. Thrivalaska is a drug, alcohol and tobacco free workplace
2. Some exposure to communicable diseases
3. Noise level in work environment may be moderate to loud

PHYSICAL REQUIREMENTS

1. Review and sign the Physical Job Description upon hire and annually

Conditions of Employment: Receive approval from the State of Alaska Background Check Unit. Complete and sign application and Post Offer Pre Employment requirements

Acknowledgment:

This job description describes the general nature and level of work performed by the employee. The employee may be required to perform other job-related duties as requested. It is intended as a “living document” updated periodically to reflect changes in job responsibilities. All requirements are subject to change over time and to possible modifications to reasonably accommodate individuals with a disability. It is not intended or implied to be an employment contract but is a communication tool to explain the responsibilities, advertise the job, identify performance measures and potential training needs.

Employee Signature

Date

Printed Name