

Executive Administrative Assistant

Purpose of Position:

The Executive Administrative Assistant is responsible for providing administrative support the Executive Director, and project support to staff. The Executive Administrative Assistant will be responsible for bookkeeping, grant management support, fund development support, and special event support. The Executive Administrative Assistant should be flexible, and have the ability to work independently.

This position will report directly to the Executive Director.

To Apply: Please send resume and cover letter to Beth Franco at beth@eatSMARTmovemore.org. No phone calls please

Essential Duties of this Position:

Bookkeeping (50% of time):

1. Perform general bookkeeping tasks, particularly accounts receivable and accounts payable.
2. Overseeing accounts receivable includes processing sponsorships and registration for special events, processing donations, processing all deposits, maintaining accounts receivable records; and data entry of accounts receivables into QuickBooks
3. Overseeing accounts payable include overseeing all debit charges, paying invoices from vendors through www.bill.com, and by check when appropriate, creating invoices for services, when necessary, maintaining all accounts payable records, and data entry into QuickBooks
4. Maintain record of all agency contracts and agreements
5. Maintain books in ethical, legal and transparent manner, according to general accounting practices.
6. Reconcile accounts payables and accounts receivables to bank statements monthly

Special Event and Fund Development Support (25% of time)

1. Keep record of registration for special events
2. Oversee registration payment through PayPal for events
3. Manage records of all contracts for event services, and manage budget for events
4. Assist with sponsorship process, including assisting with sponsorship proposals, following up with sponsorship agreements, following up with marketing about sponsors, and thanks sponsors
5. Assist planning committee by managing process for selecting breakout speakers
6. Assist with tasks leading up to events including purchasing supplies, preparing registration packets, assisting with speakers presentations.
7. Assist with registration and trouble-shooting day of events

Grant Management and Special Projects (25% of time)

1. Maintain a record of all contracts and agreements for grants, and update as needed
2. Assist ED in creating contract for grants, if needed
3. Invoice grantors if needed, and maintain record of funding received
4. Maintain records for mini grant process through Let's Go 3.0, including creating a spread sheet of potential grantees, communicating with grantees for additional information, presenting

grantees to project advisory committee for review, follow up with grantees who receive mini grants, processing agreement with grantees, paying grantees, and recording all payments.

Necessary Skills:

1. Nonprofit experience preferred
2. QuickBooks experience required, nonprofit experience preferred
3. Experience with www.bill.com preferred
4. Microsoft Windows and Office experience, including Word, Excel, PowerPoint, Google Mail
5. Basic record keeping experience required
6. Grant experience preferred
7. Strong written and verbal skills
8. Ability to work independently

Education and Experience:

1. 3+ years of experience in office management
2. 3+ years of experience in bookkeeping
3. Bookkeeping certificate or Associates Degree in a relevant field

Job Type: Full Time