



Administrative Assistant Job Description

Purpose:

The position provides a wide variety of administrative support to the agency. The ideal candidate can learn quickly and handle a wide variety of administrative tasks, is well organized, demonstrates strong computer skills, shows an exceptional attention to detail, has excellent customer service skills, poise, professionalism and a positive attitude as well as a dedication to our mission.

Essential Functions:

Administration:

- Interacts with vendors and subcontractors in the coordination of facility, office equipment and technology/communications needs/issues
- Maintains administrative, financial, human resource, and contract files
- Performs clerical tasks, prepares correspondence, receives visitors, and handles customer inquiries
- Handles social media scheduling and posting for the agency
- Assists with e-marketing
- Prepares reports for program operations
- Purchases, receives and maintains inventory of office equipment/supplies for TCAA sites
- Schedules and coordinates meetings, room assignments, minutes, and meeting packets
- Maintains and oversees schedule for front desk/reception coverage
- Interacts with volunteers providing administrative support
- Other duties as assigned

Finance:

- Provides accounting support to the Finance Department
- Assists in preparation of accounts payable including preparing and obtaining approval for check requests
- Assists with cash receipts including proper account coding
- Reviews and logs receipts
- Assists with billings to various funders
- Enters key data of financial transactions in database
- Assists with monthly reporting, reconciliation, and journal entries
- Other duties as assigned

Minimum Qualifications:

- Associate degree (or higher) preferred
- Two or more years prior experience handling similar office/administrative responsibilities
- Familiarity with bookkeeping and basic accounting procedures
- Familiarity with accounting software
- Proficiency in Microsoft Word, Excel, Publisher, Outlook, and online data management systems
- Knowledge of social media channels and email marketing tools
- Outstanding organizational and time management skills
- Excellent communication skills both written and verbal
- Excellent phone etiquette
- Able to complete complex administrative tasks with minimal supervision
- Able to multi-task and prioritize projects
- Excellent customer service skills
- Bilingual English/Spanish desired

**License/Certifications:**

- Possess an Arizona Driver's License, current auto insurance, and a vehicle to use for work activities

Benefits:

TCAA is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plans.

Status:

Fulltime/Non-exempt, 40 hours/week.

Hours:

Monday through Friday, 8:00 AM and 5:00 PM, subject to periodic variation and changes.

TCAA is an Equal Opportunity Employer