



Senior Charity Care Foundation
Administrative Assistant
Job Description

Position Overview

The mission of the Senior Charity Care Foundation is to improve the quality of life for elders in need. Our purpose is to provide financial assistance to seniors 55+ who reside in care facilities and senior apartments. We are looking for a cause-driven administrative assistant to join our team, executing exceptional customer service. This position is a new hourly position of up to forty hours per week. The Admin Assistant is further responsible for a high level of accountability, being knowledgeable of all programs and services offered by the Senior Charity Care Foundation, and having great interpersonal skills for building relationships with clients, care providers, staff and AmeriCorps members.

Job Summary

Senior Charity Care Foundation is looking for an experienced Administrative Assistant to assist in managing our day-to-day operations. If you pride yourself in confidential, excellent organizational skills, with accuracy, good customer relations and the ability to communicate clearly, this may be the position for you. The ideal candidate for this position is a reliable, skilled multi-tasker, committed to consistently meeting deadlines.

Primary Duties and Responsibilities

The Administrative Assistant performs a wide range of duties including some or all of the following:

- Mail: open mail with someone present, complete bank deposit form, create deposit slips for another to deposit, copy and upload information to the Google Drive including the bank deposit slip.
- Office Expenses: monitor office expenses, including supply usage and needs.
- Accounts Payable: Collect and enter all bills to Google Drive including vendor bills, personnel, and AmeriCorps member expenses, and credit card receipts with the proper account and funder coding (i.e. restricted grants, government contracts) as coded/instructed by the President.
- Payroll: Send bimonthly time sheet reminders to staff. Upload documentation to Google Drive for processing.
- DWS Reporting: Prepare and submit quarterly and additional reports as required by DWS.
- Audit Preparation: Maintain hard copy documentation of invoices and financial records for audits.
- Sales Tax: Request report from accountant and submit regular sales tax reimbursement forms.
- Donors: enter donor information into NEON database. Prepare and send thank-you letters for individuals, corporate and foundation donors from quarterly revised draft letters.
- Data Compilation as required for grant reports.
- Gather information from AmeriCorps members and upload to social media.
- Other duties as assigned.

Qualifications

- Minimum of Associate degree in related field is preferred.
- Experience as an administrative assistant, non-profit experience a plus.
- Able to work independently, with versatility, flexibility, professionalism and willingness to work enthusiastically with others with constantly changing priorities.
- Upholds the values of caring compassion, honesty, respect and responsibility, and have an organized, self-motivated and professional demeanor.

Proficiency in the use of computers for:

- Microsoft Office
- NEON database, Google Drive, Adobe, Social Media, YOLA website
- E-mail (Gmail)
- Internet

Personal characteristics

The Administrative Assistant should demonstrate competence in some or all of the following:

- Must pass a background check and be approved to work in the U.S.
- Behave Ethically: Understand ethical behavior including honesty, dependability, and trustworthy business practices, ensuring that own behavior is consistent with these standards and aligns with the values of the organization.
- Build Relationships: Establish and maintain positive working relationships with a diverse team and clients, both internally and externally, to achieve the goals of the organization.
- Communicate Effectively: Excellent, clear, thorough and timely interpersonal, verbal and written skills using appropriate and effective communication tools and techniques.
- Creativity/Innovation: Flexibility to develop new and unique ways to improve operations of the organization in an organized and detail-oriented manner.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness which are timely and in the best interests of the organization.
- Organized: Set priorities, develop a workflow schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement action plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

Working Conditions

- The Administrative Assistant works in an office environment but the mission of the organization may sometimes take them to nonstandard workplaces.
- The Administrative Assistant works a standard workweek but may be required to work some evenings and weekends to assist with event activities.

Salary

- Based upon experience.

Senior Charity Care Foundation is an equal-opportunity employer for all persons without regard to sex, race, religion, color, national origin, age, physical, mental or educational disability, sexual orientation, and/or status as a veteran.

Location: West Valley City, Utah