



Administrative Assistant/Bookkeeper

Job Description:

The Administrative Assistant/ Bookkeeper supports the NSRSSD Director and NSRSSD board members. This role requires a combination of analytical skills, critical thinking, and effective communication to support various business functions such as budget monitoring resident/ guest services and contribute to strategic planning. Works closely with NSRSSD director to identify trends, opportunities, and areas for improvement, helping the organization achieve its goals and objectives.

TYPICAL DUTIES:

Administrative functions which may include but not limited to; budget monitoring, data entry, purchasing, clerical support, and review accuracy of invoices by reaching out to the vendors to ensure everything is accounted for. Monitor directed budget line items through processes such as purchase order payments, department recommendations and purchases.

Develop and maintain complex filing systems, and keep orderly records as assigned.

Provides back-up support by sorting and distributing incoming and outgoing information, including mail, when necessary.

Work closely with teams across departments to understand their data requirements and provide support. Collaborate with IT, finance, and other relevant teams to ensure data accuracy and consistency.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent

4 years' work experience in an office or administrative setting performing clerical, administrative, and word processing, OR four years education from an accredited educational program with one year work experience in an office or administrative setting performing clerical, administrative, and word processing. QuickBooks software proficient is required.

Skill in operating a variety of office equipment.

PREFERRED QUALIFICATIONS:

Experience working in a public sector organization.

Associate degree in related field.

2 or more years of experience in QuickBooks, word processing, excel spreadsheets and a typing speed of 60 net words per minute or better.

WORKING CONDITIONS:

The employee is required to communicate information and ideas clearly, both verbally and in writing, so others will understand.

The employee is frequently required to see and observe details at close range.

Work is performed primarily working from home setting.

Frequent exposure to stressful situations while working with contractors and community members.

May require small amounts of travel to and from meetings, trainings, and events.

HOURS:

Will not exceed more than 29 hours a week. 10-20 hours a week/month depending on work load.