

JOB ANNOUNCEMENT

Position Title:	ADMINISTRATIVE ASSISTANT
Department: ADMINISTRATION	*Salary Range: \$35,360 to \$62,400 Annually with Benefits *Per Center's Policy, starting salary not to exceed 50% of salary range.
Reports to: The Executive Director	FLSA Status: Exempt, Administrative

DEADLINE TO APPLY: JUNE 30, 2021 5:00 P.M. PST

DOWNLOAD APPLICATION AT WWW.SNCIL.ORG

SUBMIT APPLICATION AND LETTER OF INTENT TO: SNCIL@SNCIL.ORG

SOME REMOTE AND SOME IN-OFFICE HOURS TO BE DETERMINED. SOME TRAVEL REQUIRED TO FOR OFFICE ERRANDS.

POSITION SUMMARY

The Administrative Assistant is a professional level position requiring a high degree of attention to detail, accounting knowledge, knowledge of a CIL operations, and business skills. Duties of the position include: supporting the administrative office functions, including processing accounts payables and accounts receivables; processing payroll; maintaining volunteer and employee files; generating a deposit register, making necessary invoice and banking reconciliation's; processing federal ACL draw down bi-weekly; assisting with budget development and other duties as assigned. Generate monthly expense reports for ED; generate audit reports for independent financial audit. While assisting with program support, the incumbent assist with case file, satisfaction surveys processes and procedures, and generates data reports. The incumbent also takes and prepares notes for staff and Board meetings, general correspondence, and assists with ACL Program Data Information.

***SALARY RANGE**

Per center's policy, starting salary not to exceed 50% of Salary Range.

SUPERVISION EXERCISED

No direct supervision. However, assists the Executive Director in supervising staff and consumers.

ESSENTIAL JOB FUNCTIONS/DUTIES

Primary or essential job functions are highlighted as "bold." Secondary job functions are not "bolded."

Process Accounts Payables: (Thursdays & Mondays)

- **Prepare invoices for approved expenditures and obtain the Executive Director's Initials on the each invoice.**
- **Approves cash disbursements by verifying check amounts against invoices, authorizing checks, and wire transfers.**
- **Review vendor files prior to processing invoices to avoid duplicating payments.**
- **Review the individual budget prior to processing invoices to assess balance.**
- **Code invoices appropriately and consistently, checking the file to verify the previous code.**
- **Prepare breakdown for Health Insurance and log on the Direct Draw Section of the Check Register on the last pay period of each month.**
- **Performs approved ledger entries by auditing transactions.**
- **Log Bank Charges as expenses are incur. Utilizing the Bank Statement with the actual receipts to determine charges.**
- **Advise the Executive Director of any balance variances in any line items.**
- **Review and reconcile the check registrar to check request forms for discrepancies upon receiving.**
- **Make copies of checks.**
- **Attach copies of checks to the invoice.**
- **Stamp invoices as paid, log the date, and check number.**
- **File invoices along with a copy of the check as the last document in the transaction.**
- **Log Invoices onto the mail log.**
- **Place postage on the invoices.**
- **Drop invoices off at the Post Office.**
- **Maintains cash flow by monitoring bank balances and cash requirements.**
- **Generate Bi-weekly Budget to Actual Reports for Executive Director Review.**

Process Payroll: (Thursdays/Mondays)

- **Obtain Payroll Allocation Logs on Thursdays at noon, along with Time to Project Logs.**
- **Review any travel expenditures for discrepancies. Assure that proper travel descriptions are attach.**
- **Review allocated time for each staff to each project. Alert the Executive Director to discrepancies in either time or travel.**
- **Assure that a signed leave request form accompanies all leave requests.**
- **Review sick and vacation time accruals to assure staff have the time.**
- **Submit Timesheets and the Travel Expense and Time to Project Log to the Executive Director for review and approval signature.**
- **Enter time sheet and travel information to Intuit Payroll Services upon completion send the payroll off on line to Intuit.**
- **File payroll allocation logs in staff files once payroll is processed.**
- **Prepare check received list for that pay period, along with a new Accrued Vacation and Sick hour Sheets. (These are to be use for any upcoming Leave of Request).**
- **Obtain appropriate mailing addresses for W-2 Forms in December.**

Generate the Deposit Registry

- **Download up-to-date bank records for deposits.**
- **Compare deposits to documentation in the deposit file to include a bank receipt for the deposit from the bank.**
- **Review and compare direct withdrawal amounts for Bank Fees, Health Plan of NV (Medical) and United Healthcare (Life; Dental and Vision Insurance).**
- **Utilize QuickBooks to generate a bank deposit forms, which will be enter by an Independent Accounting Contractor.**

Review Financials as generated by QuickBooks

- **Review all financials reports generated in QuickBooks.**
- **Log any discrepancies in memo format and submit then to the executive director for review.**
- **Review and research any outstanding checks to determine why they are outstanding.**
- **Supports annual audit by providing information and answers to auditors.**
- **Alert the Executive Director of any unusual outstanding checks.**
- **Make copies of the Statement of Assets, Trial Balance, Statement of Cash Flows, and Combined Budget to Actual Reports; for review and approval by ED and Board Members on a quarterly base.**

Generate Materials for Independent Accounting Contractor

- **Prepares payroll to be approve by the ED to be process by an Independent Accounting Contractor to process payroll.**
- **Prepares invoices to be approve by the ED to be process by an Independent Accounting Contractor to cut checks.**
- **Presents bank statements to be approve by the ED to forward to an Independent Accounting Contractor to generate bank reconciliations.**
- **Presents financial reports for drawdowns generated by an Independent Accounting Contractor for ED approval for funding draws.**
- **Generates deposits to be review by the ED, deposited by other staff, and entered by an Independent Accounting Contractor.**

Generate budget projections and data as requested for

- **ACL PPR (Program Performance Reports) Data – progress and other goal driven programs for bi-weekly team meetings.**
- **ACL PPR (Program Performance Reports) Data – and other data driven programs final for yearend reporting.**
- **Budget to actual reports monthly for review by Executive Director.**

Board Meetings

- **Prepare financial statements summary of Statement of Assets, Trial Balance, Statement of Cash Flows and Combined Budget to Actual Reports.**
- **Make copies of Board Meeting Materials for distribution by e-mail a minimum of 7 days prior; to meetings; Board Meeting Minutes and other materials for Board Meetings.**
- **Take meeting notes and prepare final draft meeting minutes.**

Program Evaluation

- **Generate monthly data reports for ED to review at team and sustainability meetings; satisfaction survey specialists periodic reporting; clerical staff inventory and file inactivation.**

Perform office or non-manual work directly related to the management or general CIL operations.

Work independently and exercise discretion and independent judgment with respect to matters of significance in area such as: auditing, quality control, insurance issues, and benefits regulatory compliance, and also as they pertain to the CIL.

Process and maintain CIL database for performance assessments as required.

Maintain cooperative working relationships with co-workers, volunteers, public, vendors, suppliers, consumers, and other organizations.

Maintain discretion and confidentiality.

Carry out major assignments in conducting the business operations under the supervision of the Executive Director.

Work with sensitive and confidential CIL information including co-workers, volunteers, public, vendors, suppliers, consumers, and other organizations.

Provide tactful, courteous assistance to CIL staff, co-workers, volunteers, public, vendors, suppliers, consumers, and other organizations.

Communicate clearly and concisely, both orally and in writing.

Exercise good judgment in performance of job duties.

Report workplace safety issues, consumer injuries, consumer threats to supervisory personnel.

Complete necessary training.

Perform related duties and responsibilities as required.

Perform other duties as assigned.

JOB RELATED AND ESSENTIAL KNOWLEDGE, SKILLS AND ABILITIES, AND EXPERIENCE

Familiarity with CIL rules, policies, and procedures, federal, state, and local laws, including disabilities.

Strong commitment to the mission and work of a CIL.

Demonstrated commitment to the philosophy of independent living, including consumer control, peer support, self-determination, equal-access, and individual and systems advocacy.

Possess compassion and a desire to work with the individuals of the disability community.

Possess excellent “project management skills.”

Extensive knowledge of benefit programs and administration, community-based services, employment rights, health care programs, and ability to navigate these programs and systems.

Experience and skills in general office procedures.

Experience in outreach, public speaking, and interpersonal communication skills.

Working knowledge of available community resources for individuals with disabilities and their families or the ability to gain working knowledge.

Maintain professional competency through continued learning, attending and being an active participant in staff meetings and trainings.

Recognize the autonomy of the individuals receiving services while also being attentive to reducing their risk of harm.

Ability to:

- Ability to support the development and implementation of appropriate outreach plans
- Understand and follow the CIL Strategic Plan
- Work with a diverse consumer population
- Ability to make and track referrals made and information and referral calls
- Ability to communicate with individuals with disabilities

- Ability to accept direction and work harmoniously with a wide range of individuals in a wide range of settings
- Ability to promote a positive and professional image in the community
- Perform outreach and networking with other agencies, community partners, educational institutions, and etc.
- Produce effective communications materials, written and oral
- Assess and prioritize multiple tasks, projects, and demands
- Balance multiple priorities at one time with a calm demeanor in high stress situations
- Maintain strict confidentiality for all consumer information
- Work in a team environment and as an individual
- Observe and record programming data
- Promote a positive and professional image in the community and remains flexible while maintaining a good sense of humor
- Establish effective relationships with governmental agencies, clients, staff, and vendors
- To think and act strategically
- Maintain financial security by adhering to internal controls
- Problem-solve using creative and individualized approaches
- Support individuals to learn, maintain, or improve skills through their participation in everyday life activities
- Work safely, with difficult people, and flexible hours
- Support the development of training materials and put on individual and group training events
- Establish and maintain effective and efficient working relationship with co-workers
- Work in a demanding and stressful environment remaining “calm and objective”
- Exercise creative planning and documentation skills
- Complete compensation reports and data in a timely manner
- Communicate clearly with staff and consumers orally and in writing.
- Use effective telephone and social media etiquette.

Mathematical skills, addition, subtraction, multiplication, and division, and must be “detail oriented.”

Personal integrity and professionalism with the ability to work independently, utilize time management skills, ambition, loyalty, and motivation.

Must be honest, fair, dependable, and respect the rights and privacy of employees and consumers.

Update job knowledge by participating in educational opportunities: reading professional publications.

Computer skills required include the ability to use:

QuickBooks

Microsoft Word, Excel, PowerPoint, and Outlook.

Internet

Payment Management System (PMS).
Automated Standard Application for Payments (ASAP)
Grant Solutions
CIL First Database Center specific software

Read, write, and speak English.

MINIMUM QUALIFICATIONS

Education, Training, and Work Experience

21 Years of age and be an individual with a disability as defined by the Americans with Disabilities Act and the Americans with Disabilities Amendment Acts.

Bachelors in Business, Public Health Administration or other Human Services related areas.

Minimum of 3 to 5 years experiences in Business, Accounting and Administrative Assistant.

Progressive experience working in a CIL assisting the Executive Director a plus.

Possess a valid state driver's license with a good driving record.

Advanced level proficiency in QuickBooks for Nonprofits, Accrual Accounting Method.

Licenses and Certifications

Ability to obtain a Level 5 Federal Sustainability Clearance.

Physical Ability

See the Physical Job Requirements Section at the end of this job description.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Environmental Factors

Works in an office environment with limited exposure to adverse or extreme environmental conditions.

EQUAL EMPLOYMENT OPPORTUNITY.

The Center is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Center will provide reasonable accommodations to qualified individuals and

encourages both prospective and current employees to discuss potential accommodations with Human Resources.

Qualified individuals with disabilities, veterans, minorities, women, and the elderly who possess the capability to perform the job are encouraged to apply.

Acknowledgement of Receipt of Job Description

Upon receiving your official copy of the _____ job description for your position, you must sign acknowledging receipt. This form will be place in your personnel file.

Print Employee Name

Employee Signature

Date

Supervisor Signature

Date

PHYSICAL JOB REQUIREMENTS

POSITION TITLE: Administrative Assistant **DATE:** _____

This form is use to collect information required to define the knowledge, skills, abilities, and physical essential functions of the job. Essential functions are the basic, fundamental tasks that must be perform in order to complete the job’s assigned responsibilities. Consider each item listed below and decide if it applies to the job. Fill in the columns to describe the criticality, frequency, duration, and intensity (if applicable) of the item in relation to the job. All boxes must be fill. Leave no boxes blank. Add items at the bottom if necessary (use #109 Other).

Criticality: How important is the item to the completion of the assigned tasks?

- 1 = Of little or no relevance
- 2 = Desirable but not required
- N/A = Not applicable
- 3 = Important
- 4 = Very important, essential to the job

Frequency: How often does the job require the employee to demonstrate the item?

- 1 = Rarely, less than 5% of the time
- 2 = Occasionally, up to 20% of the time
- N/A = Not applicable
- 3 = Regularly, up to 50% of the time
- 4 = Sustained, over 50% of the time

Duration: On the average, how long is the item demonstrated each time it is required?

- 1 = 3 minutes or less
- 2 = 10 minutes or less
- N/A = Not applicable
- 3 = 1 hour or less
- 4 = longer than 1 hour

Intensity: Provide the requested information.

	Criticality	Frequency	Duration	
1. Analyzing	4	4	4	
2. Awkward Position	1	1	1	
3. Balancing	4	4	4	
4. Budgeting	4	4	4	
5. Calculating	4	4	4	
6. Carrying	3	2	2	Weight = 25
7. Climbing stairs	1	1	1	
8. Climbing ladder	1	1	1	
9. Collecting Data	4	4	4	
10. Color vision	3	4	3	
11. Composing	4	4	4	
12. Consulting	3	3	3	
13. Counseling/Mentoring	3	2	2	
14. Convincing Others and Stakeholders	4	4	4	
15. Counting	4	4	4	
16. Crawling	1	1	1	
17. Crouching	1	1	1	

18. Depth perception	3	2	2	
19. Diagnosing Problems and/or Issues	4	4	4	
20. Directing	2	2	2	
21. Driving equipment	N/A	N/A	N/A	
22. Driving Vehicles	4	4	4	
23. Estimating	4	4	4	
24. Evaluating	4	4	4	
25. Explaining	4	4	4	
26. Feeling (touching)	4	4	4	
27. Filing	4	4	4	
28. Fingering	4	4	4	
29. Handling	4	4	4	
30. Hearing	4	4	4	
31. Holding	3	3	3	
32. Interpreting Ideas	4	4	4	
33. Jumping	N/A	N/A	N/A	Ht/Distance
34. Kneeling	1	1	1	
35. Lifting	2	2	2	Weight = 25
36. Listening	4	4	4	
37. Organizing	4	4	4	
38. Making Presentations	4	4	4	
39. Negotiating	4	4	4	
40. Planning	4	4	4	
41. Presenting	4	4	4	
42. Problem Solving	4	4	4	
43. Public Speaking	4	4	4	
44. Persuasion	4	4	4	
45. Prioritizing	4	4	4	
46. Pushing	1	1	1	Weight = 25
47. Reaching	1	1	1	Distance =
48. Reading	4	4	4	
49. Reconciling	4	4	4	
50. Running	N/A	N/A	N/A	
51. Scheduling	4	4	4	
52. Seeing	4	4	4	
53. Setting Priorities and/or Standards	4	4	4	
54. Sitting	4	4	4	
55. Squatting	1	1	1	
56. Standing	3	3	3	
57. Stooping	1	1	1	
58. Supervising	4	4	4	
59. Talking	4	4	4	
60. Throwing	N/A	N/A	N/A	Wt/Distance
61. Training	4	4	4	
62. Troubleshooting	4	4	4	
63. Turning	1	1	1	
64. Twisting	1	1	1	
65. Typing/data entry	4	4	4	
66. Walking	3	2	2	
67. Working Under Pressure	4	4	4	
68. Working Well With People	4	4	4	
69. Writing (physical act of)	4	4	4	
70. Outside work in weather	2	2	2	

71. Potential health hazards	3	2	2	
72. Potential safety hazards	3	2	2	
73. Public contact routine	4	4	4	
74. Handle Complaints	4	4	4	
75. Emergency	4	4	4	
76. Leadership	4	4	4	
77. Handling conflict	4	4	4	
78. Dealing with angry people	4	4	4	
79. Handling multiple priorities	4	4	4	
80. Makes decisions with limited info	3	3	3	
81. Use of tact and diplomacy	4	4	4	
82. Makes non-routine judgment	4	4	4	
83. Operating in the absence of clear expectations or procedures	4	4	4	
84. Operating under short time frames	4	4	4	
85. Serious consequences of error	4	4	4	
86. Reports to multiple supervisors	1	1	1	
87. Writing skills good grammar	4	4	4	
88. Letters, memos, reports	4	4	4	
89. Speeches, articles	4	4	4	
90. Math skills: add, subtract, multiply	4	4	4	
91. Fractions, decimals	4	4	4	
92. Basic algebra, geometry	2	2	2	
93. Calculus, adv. algebra, trig.	1	1	1	
94. Reading skills basic instructions	4	4	4	
95. Manuals, reports, magazines	4	4	4	
96. Technical or legal	4	4	4	
97. Speaking skills: routine exchange	4	4	4	
98. One on one - persuasive	4	3	2	
99. Addressing groups	4	4	4	
100. Information ordering: arrange	4	4	4	
101. Reasoning: apply procedure	4	4	4	
102. Develop new procedure	4	4	4	
103. Concentration on task	4	4	4	
104. Visualization: Imagining how	4	4	4	
105. Comparison of letters, numbers or patterns quickly and accurately	4	4	4	
106. Utilization of personal protective safety equipment	4	4	4	
107. Reaction time, fast response	4	4	4	
108. Smell	2	2	2	
109. Other				

Comments (please reference the item by number):

EVALUATION FACTORS

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MDRIVE: JOB ANNOUNCEMENTS