



Forbes House Administrative Assistant II Job Description

The Administrative Assistant is supervised by the Executive Direction. The duties of this position are as follows:

- Administrative duties as directed by the Executive Director.
- Assist program manager/director as required.
- Complete all new hire on-boarding requirements
- Maintain donation records and updates, complete acknowledgement letters and confidentiality statements.
- Expedite annual mailing, maintain grant files, and documentation.
- Assist with organizing annual as well as additional fundraisers, promote the agency's goals, and objectives.
- Records management and documents management.
- Preparation of documents, submission of financial reports, and correspondence.
- Complete transactions including accounts receivable and payable.
- Organize payments for purchase orders and shelter purchases/needs.
- Prepare bank deposits and making deposits.
- Maintaining financial records.
- Pick up and drop off mail and assist with donations as required.
- Assist with monitoring food inventory and requirements.
- Coordinate service repairs.
- Coordinate holiday client programs.
- IT Point person for the IT Team and assisting staff with computer issues.
- Complete and submit all documentation, reports, correspondence, and statistics required in performance of assigned duties in a timely manner.
- Attend weekly staff meetings and all mandatory meetings/assignments.
- Attend training, as scheduled.
- Answering telephones and door(s) as required.
- Other duties as required by expansion of facility or programmatic changes.