



## Job Description

**Job Title:** Administrative Specialist

**Department:** Finance & Administration

**Reports To:** Senior Director of Finance & Administration

**FLSA Status:** Non-Exempt

**Prepared Date:** December 2023

**Schedule:** Part-time (25 hours/week), Monday-Friday. The weekly work schedule is flexible, will work to accommodate individual preferences and requirements whenever feasible.

**Summary:** With the training and support of management, the Administrative Specialist will perform duties related to the operations of the finance and human resources office under the direction of the Sr. Director of Finance & Administration.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Maintains filing systems for human resources and accounting.
- Aids in coordinating, organizing, and maintaining various aspects of the employee benefits program.
- Prepares employee payroll reports to assist with payroll processing.
- Reconciles benefit invoices and prepares payment vouchers.
- Posts journal entries to general ledger.
- Prepares month-end reports for Sr. Director of Finance & Administration.
- Supports departmental operations by overseeing administrative functions, including office supplies, coordinating meeting logistics, and other administrative tasks as assigned.
- Ability to maintain confidential information.

### Supervisory Responsibilities

This job has no supervisory responsibilities.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### Education and/or Experience

Associates degree (A. A.) or equivalent from two-year college or technical school; or six months to one-year related experience and/or training; or equivalent combination of education and experience.

### Computer Skills

To perform this job successfully, an individual should have knowledge of Microsoft Outlook, Excel, and Word; and the ability to learn new software quickly.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions.

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

### **Reasoning Ability**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Physical Demands** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is occasionally required to walk; reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision.

**Work Environment: The work environment characteristics described here represent those an employee encounters while performing the job's essential functions.** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

**Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

**Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Completes tasks on time or notifies appropriate person with an alternate plan.