



**BUILDING a PATHWAY
to PROSPERITY**

POSITION TITLE: Accounting Administrative Assistant

REPORTS TO: Director of Finance

POSITION SUMMARY: The Accounting Administrative Assistant is a critical part of the Finance team with responsibility in supporting the finance department for two distinct but related non-profit entities in accounts payable, accounts receivable, front desk coverage and special projects. This position collaborates with Finance team members to maintain accuracy of bookkeeping functions. The Accounting Administrative Assistant must demonstrate excellent attention to detail, communication skills, customer service and professionalism.

KEY RESPONSIBILITIES OF THE POSITION INCLUDE:

- Accurately process all Accounts Payable transactions:
 - Input and process payment of all invoices and bills
 - Process all credit card receipts and complete monthly expense reports
 - Process trainee stipends by collecting approved reports and process payment
 - Maintain vendor files
 - Assist with vendor analysis on a regular basis to promote competitive purchasing
- Assist Finance/HR Staff as needed with any administrative tasks, such as grant accounting tasks, staff onboardings, and any other projects
- Serve as the primary receptionist for the Anaheim office. Greet visitors, answer the phone, provide information, and take messages for all who visit or call. Properly route callers to both Hope Builders and Hope Builders Career Connections (HBCC) staff as appropriate.
- Oversee incoming and outgoing mail. Take out-going mail to the post office and other locations and distribute incoming mail to appropriate staff as scheduled
- Assist with the maintenance of public areas throughout all HB facilities including the lobby, kitchen, and conference room areas
- Maintain inventory record of office supplies, monitor office supply ordering, redistribute supplies across facilities as needed or requested
- Supports the Finance Staff in the execution of services provided to HBCC through a management agreement, including:
 - Accounts Payable transactions
 - Process Accounts Receivable transactions such as: issuing invoices to employers and provide all supporting documentation
 - Maintaining vendor files
- Performs other duties as assigned, including but not limited to assisting with, budget process, audit process, back-up front desk coverage for other HB locations

POSITION DELIVERABLES:

- Accurate and timely processing of Accounts Payable transactions
- Process HBCC employer invoices on time
- Office supply inventory updated within last 30 days

POSITION QUALIFICATIONS:

- High school diploma or GED required
- Minimum one (1-2) year of full-time experience in a similar position.

- Must have excellent computer skills (Word, Excel, Outlook, QuickBooks) – Proficiency in Excel and QuickBooks is a must.
- Highly self-motivated with excellent time management and people skills
- Good organizational skills and the ability to manage multiple projects simultaneously
- Own transportation to use in mail runs - mileage will be reimbursed

ADDITIONAL REQUIREMENTS:

Physical & Mental Requirements

- Ability to sit at a desk or computer for extended periods. Ability to lift at least 25 pounds. Ability to go up and down stairs throughout the day.
- Ability to work with frequent interruptions and changes in workload priorities, ability to prioritize tasks, ability to maintain confidentiality.

COMPENSATION: Comprehensive compensation plan provided including:

- Wage range between \$19-\$20.50 per hour - depending on experience
- Robust medical, dental, and vision benefits are offered
- 401(k) retirement plan with employer match
- Generous vacation time accrual

STATEMENT ABOUT POSITION:

This job description is not intended to be all-inclusive, and employee will perform other reasonably related job duties as assigned by immediate supervisor or other management as required. It is not intended to be construed as an exhaustive list of all responsibilities. This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment. Employment at Hope Builders may be terminated at will by the employee or Hope Builders at any time with or without cause and with or without notice.

How To Apply: HR@tsjhopebuilders.org