Tempe Community Action Agency Administrative and Accounting Specialist

Job Description

Purpose:

The position provides a variety of administrative support services to the senior leadership of the agency. The ideal candidate learns quickly and is able to think critically, strategically, and adjust seamlessly to daily change. The position handles a wide variety of administrative and accounting tasks, handles confidential information, is well organized, demonstrates strong computer skills, shows an exceptional attention to detail, has excellent customer service skills, and a dedication to the organization mission.

Essential Functions:

- Assists with maintaining administrative, financial, and contract files
- Purchases, receives and maintains inventory of office equipment and supplies for TCAA sites
- Conducts other general administrative support such as maintaining inventories, making copies; preparing correspondence, reports, and information packets; handling mail; answering phones and routing calls; scheduling meetings and recording meeting minutes
- May serve as back up receptionist when needed
- Performs basic bookkeeping tasks
- Prepares and obtains approval for check requests
- Organizes and records cash receipts including proper account coding
- Assists with reconciling credit card statements and organizing/recording receipts
- Assists with billings to various funders
- Performs data entry including entering financial transactions in excel and various databases
- Prepares supporting documentation for monthly reports, account reconciliation, and journal entries
- Maintains and upkeeps office environment
- Other duties as assigned

Minimum Qualifications:

- HS Diploma/Equivalency required. Associate degree (or higher) preferred
- Two or more years directly related experience handling office/administrative responsibilities
- Familiarity with bookkeeping and basic accounting procedures
- Advanced proficiency in Microsoft Office Suites, virtual meeting platforms, and online data management systems
- Ability to meet deadlines in a fast-paced quickly changing environment
- Excellent data entry skills with a high degree of accuracy
- Strong problem solving and decision-making skills
- Outstanding organizational and time management skills
- Excellent communication skills both written and verbal. Professional phone etiquette
- Able to complete complex administrative tasks with minimal supervision
- Able to multi-task and prioritize projects
- Excellent customer service skills
- Bilingual English/Spanish desired

License/Certifications:

- Possess an Arizona Driver's License, current auto insurance, and a vehicle to use for work activities
- Notary Public commission certificate desired (or ability to obtain after hiring)

Status: Full-time/Non-exempt

TCAA is an Equal Opportunity Employer