



Administrative Assistant Job Description

Purpose:

The position provides administrative support services to the senior leadership of the agency. The position handles a wide array of administrative and accounting support tasks, handles confidential information, is well organized, demonstrates strong data entry skills, shows an exceptional attention to detail, has excellent customer service skills, and a dedication to the organization mission. The ideal candidate is skilled, self-driven, mature, and able to think critically and strategically.

Essential Functions:

- Conducts general administrative support such as maintaining inventories, making copies; preparing and editing correspondence, reports, and information packets; handling mail; answering phones and routing calls; scheduling meetings and recording meeting minutes
- Assists with organization and maintenance of administrative, financial, and contract files. Works to convert hard copy to electronic files.
- Purchases, receives and maintains inventory of office equipment and supplies for TCAA sites
- Makes updates and revisions to agency website
- Receives and assists visitors. Handles administrative calls and inquiries
- Delivers interoffice mail and supplies between agency sites
- 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 clean and welcoming 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, Publisher, virtual meeting platforms, and online data management systems
- Sharepoint and Onedrive proficiency required
- Ability to meet deadlines in a fast-paced quickly changing environment
- Excellent data entry skills with a high degree of accuracy
- 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 highly desired

License/Certifications:

TCAA is an Equal Opportunity Employer



- 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

Schedule: 40 hours per week, 8 AM to 5 PM

Compensation: \$16 to \$18 per hour

Benefits:

TCAA is committed to providing a robust additional benefit package to complement compensation. This package includes paid holidays, vacation and sick time accrual that increases with tenure, as well as medical, dental and vision insurance, Employee Assistance Program, life insurance, disability benefits, health savings account, and retirement. Additionally, TCAA pays 100% of the employee premium for the medical insurance plan.

To apply, send a current resume to humanresources@tempeaction.org