

## **HOUSE OF HOPE JOB DESCRIPTION**

**JOB TITLE:** Operations administrative assistant/bookkeeper

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**STATUS:** Non-Exempt, Full-Time

**LOCATION:** House of Hope, Stuart, FL

**REPORTS TO:** Director of Operations

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**JOB SUMMARY:** Provide administrative assistance to the director of operations and assist in managing the day-to-day accounting and fiscal functions of the organization.

### **Administrative Functions:**

1. Assist the director of operations with maintenance of a human resources management system including:
  - a. Screens / telephone calls
  - b. Schedules interviews
  - c. Scans resumes
  - d. Assists with planning new employee orientations
  - e. Compiles materials and maintains employee database records.
2. Assist the director of operations with grantor contracts and reimbursement requests.
3. Assist the director of operations with communications and relationships with vendors.
4. Assist the director of operations with project management.
  - a. Assist with communications to team and vendors
  - b. Assist with plan prep and organization
5. Manage office supply orders and disbursement of supplies.
6. Takes minutes for Board, committee and department meetings.
7. Produce and distribute correspondence memos, letters, emails and forms

### **Fiscal Functions:**

1. Organize and implement the organization's fiscal functions including:
  - a. Process accounts payable vendor invoices. Prepare checks.
  - b. Oversee disbursement and reconciliation of petty cash funds.
  - c. Reconcile all cash disbursements and cash receipts to the general ledger and bank statements monthly.
  - d. Importing of payroll information into accounting software.
2. Assist the director of operations with preparation of monthly, quarterly and annual financial statements for the chief executive officer and board of directors.
3. Assist the director of operations with preparation of all information necessary for the annual audit; coordinate with external auditor.
4. Assist the director of operations in preparing the organization's annual budget and related financial planning reports.
5. Assist the director of operations with payroll functions, including, but not limited to:
  - a. Collecting time sheets from hourly employees/supervisors
  - b. Enter payroll data into payroll software
  - c. Collecting and managing the PTO for employees
6. Assist the director of operations in monitoring all employee benefit programs, including coordinating changes with outside vendors
7. Assist the director of operations in monitoring activity in brokerage account and make necessary journal entries
8. Assist the director of operations with banking relationships and communication with outside vendors

### **All other duties/responsibilities:**

1. Participate in disaster- or emergency-related duties, as needed.
2. Provide support to fellow department team members, as well as outside departments, as needed.
3. Perform all duties in conformance with appropriate safety and security standards.
4. Attend training, as requested.

5. Perform other duties as assigned by supervisor.

**QUALIFICATIONS:**

**1. EDUCATION/EXPERIENCE:**

Five years' administration and bookkeeping experience required; associate or bachelor's degree, preferred. Must be proficient in Microsoft Word, Excel and QuickBooks. Must be proficient with office equipment.

**2. KNOWLEDGE, SKILLS AND ABILITIES:**

- A. Excellent written and verbal communication skills; excellent organization and interpersonal skills.
- B. Knowledge of principles and best practices in nonprofit accounting.
- C. Ability to read and interpret common financial information and ability to identify problems and resolve in a timely manner.
- D. Ability to manage multiple priorities with attention to detail. Ability to work under pressure.
- E. Ability to exercise good judgment and discretion. Maintain client, donor, coworker and agency confidentiality
- F. Ability to work independently with a minimum of supervision.
- G. Knowledge about operation of general office equipment, standard computer based programs and applications, specifically Microsoft Office. Knowledge of QuickBooks for nonprofits.
- H. Must have reliable transportation with acceptable insurance coverage and valid Florida driver's license.
- I. Ability to maintain clean, well-groomed appearance and dress appropriately for the position.
- J. Compliance with House of Hope policies and procedures.

**3. PHYSICAL REQUIREMENTS:**

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 read, sit, talk, hear, stand, walk, use hands to handle or feel objects, tools, or controls and reach with hands and arms. The employee may occasionally need to lift and/or move up to 25 pounds. Specific vision abilities required by this job include close and distance vision.

**4. ENVIRONMENTAL REQUIREMENTS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. 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.

Signature indicates that this job description has been read and that the related duties and expectations are understood.

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[Employee Signature]

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[Date]