



## **Administrative Assistant**

A part-time hourly position with no associated benefits; position reports to the Director of Finance and Administration. This position is for 10 hours per week, year-round.

### **Duties and Responsibilities:**

#### **Accounts Payable**

- Assist Director of Finance & Administration with processing and coding of all invoices and check requests. Process and code online payments as needed, including monthly credit card bill, and obtain all needed receipts.
- Work with Director of Finance & Administration to establish new online bill payments as needed.
- Establish relationships with regular vendors and work with them as needed to resolve any billing issues.
- Reconcile petty cash monthly, or as needed.
- Stamp and mail weekly bills that are brought in from accounting service.
- File processed invoices and check requests weekly.
- Pull needed monthly reports for copier and postage machines.
- Manage turnover of paper A/P files at fiscal year end.

#### **Human Resources**

- Assist Director of Finance & Administration with onboarding of new hires. Draft seasonal employment memorandums for review and forward needed HR forms. Work with new hires as needed to aid in their transition to employment at the Center.
- Assist with maintaining staff HR files.
- Other duties as required.

#### **Executive Director**

- Assist the Executive Director with managing the consultant(s) and record-keeping for the Master Planning grant project.
- Assist in managing files and records for the Board of Trustees
- Assists in other similar activities as requested.

#### **Other**

- Provide lunch coverage to the front desk staff on Tuesdays and Thursdays and back-up coverage as needed.
- Assist with streamlining paper files (HR, Finance), scanning and shredding as appropriate.
- Provide needed support to administrative volunteers.

**Physical Demands/Work Environment:**

The employee is regularly required to stand, walk and use hands and arms to operate general office equipment, including a PC, telephone, file cabinets, copier, fax machine, and printer. The noise level in the work environment is usually moderate to low.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Expected Competencies:**

- Organized and detail-oriented with strong math abilities.
- Ability to manage deadlines and plan accordingly to meet them.
- Competent computer skills, plus the ability to function in both Microsoft and Google environments. Excel/Google Sheets experience is preferred.
- Professional demeanor and demonstrated interpersonal skills.
- Operating with discretion and integrity while managing sensitive data.

**Education, Experience and Qualifications:**

- At least a high school diploma, though some college preferred, plus a valid PA driver's license.
- Experience in a similar position as an administrative assistant or accounting clerk.
- A passion for nature and the environment, plus courtesy, trustworthiness, precision, care, and a high standard of excellence.
- Must pass state-mandated background checks for educational institutions.
- Excellent references.

**Salary:** \$13-15/hour, commensurate with experience.

**Application Deadline:** February 21, 2020

Interested candidates should email resumes and cover letter/email to Donna Struck at [donna@schuylkillcenter.org](mailto:donna@schuylkillcenter.org). Qualified candidates will receive interviews immediately.

**The Schuylkill Center values a racially, ethnically, and culturally diverse work community, and we strongly encourage applications from people of all backgrounds. E.O.E.**

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