



JOB TITLE: Executive Assistant
FLSA STATUS: Non Exempt
REPORTS TO: Director of Finance and Operations

Position Summary

This part-time position (20 hours per week) offers the opportunity to get to know the “nuts and bolts” of running a dynamic, fast-growing nonprofit organization. The Executive Assistant will be supervised by, and work closely with, the Director of Finance and Operations, and will work closely with others in the department. The Executive Assistant will assist with general administrative duties, assist with routine and special finance and operations projects, and help maintain financial and benefit data. The person will assist with daily operations of the Center as needed.

Duties and Responsibilities:

- Assist with record keeping for maintenance of facilities, vehicles, and grounds
- Assist with payroll procedures
- Assist with ordering office supplies and maintaining copiers and copier supplies
- Input financial data
- Input employee data for benefits administration and payroll
- Prepare reports and graphs, using QuickBooks and Excel
- Prepare data for audits
- Assist with basic computer troubleshooting
- Assist with visitor services
- Manage appointments, reservations and meetings for Director of Finance and Operations
- Manage Director of Finance and Operations’ schedule and mail in Microsoft Outlook
- Communicate by phone, letter and e-mail
- Manage Director of Finance and Operations’ files
- Attend meetings and take notes

Knowledge, Skills, and Abilities:

Education/Training:

- Associate’s Degree in business, accounting, project management or other associated field

Experience:

- 2-4 years of experience in finance and/or accounting
- Background and/or interest in nonprofit management or business administration

Skills and Abilities:

- Good problem solving skills
- Attention to detail; accuracy
- Excellent organizational and time management skills
- Strong oral and written communication skills
- Ability to work independently and as part of team
- Fluent in Microsoft Office (Excel, Outlook and Word)
- Flexibility to respond to a variety of needs and tasks
- Knowledge of QuickBooks is helpful
- Ability and willingness to interact with wide variety of people
- Ability to keep information confidential
- Willingness to engage with volunteers

Working Conditions:

Job Conditions/Work Location: Much of the work is done at an office desk with frequent use of computers. Center growth has put desk space at a premium. Office space is likely to be shared with the Director of Finance and Operations and flexibility with work space is a requirement of the position. Some work will entail going to the other facilities to work with staff at those facilities.

Physical Requirements: Must be able to sit and type for long periods of time.

Equipment Used: Computers, screens and keyboards; copy equipment.

Supervisory Responsibilities: None

How to apply:

Please visit www.urbanecologycenter.org/jobs.html for application information. To complete an online application, be prepared to attach: 1) a letter of interest, 2) a resume, 3) an application form and 4) a list of three to five references. These can be sent to Nancy Spransy, Human Resource Specialist, (nspransy@urbanecologycenter.org). Questions can be addressed to Judy Krause (jkrause@urbanecologycenter.org). Applications will be accepted until February 15, 2012.

The Urban Ecology Center serves a socially and culturally diverse audience. We strive to build a team of employees that has similar richness in culture and experience.

The Urban Ecology Center is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.