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**POSITION TITLE: ADMINISTRATIVE SPECIALIST**

February 2024

REPORTS TO: Administrative Director

SUPERVISES: None

STATUS: Non-Exempt

**SUMMARY:**

Schedules and coordinates the data preparation of daily accounting activities, which may include accounts receivable, accounts payable, and payroll. Coordinates various human resources activities and provides other Administrative Department support as assigned.

For example, this position may provide support with accounts payable, accounts receivable, payroll, Human Resources tasks, and general Administrative Department support. There will also be occasions where there is a focus on one specific duty. The variation will be dependent upon the needs of the Administrative Department.

**GENERAL RESPONSIBILITIES:**

- \* Ensure the accuracy and compliance processing of specific general tasks which may include claims, accounts receivable, accounts payable and payroll.
- \* Identify and resolve discrepancies by contacting appropriate vendors, funders, staff, or other entities to resolve vendor and/or staff issues.
- \* Maintain efficient manual and automated filing systems in accordance with general recordkeeping procedures and routines; access documents and information as required.
- \* Ensure all information and documentation is accurate and processed in adherence with established internal schedules and timelines.
- \* Prepare and submit reports to maintain the agency's administrative operations. Maintain compliance with record retention policies.
- \* Assists employees and the public regarding recruitment and hiring practices; coordinates all stages of employee recruitment.
- \* Coordinates employee performance review process.
- \* Assists with employee data changes in employee management system.
- \* General understanding of employee benefits, salary schedule and the appropriate documentation to be used in specific situations.
- \* Prepares for and/or presents new employee orientation.
- \* Assists with special projects, data collection, tracking, and charting for systems and programs, databases, and electronic records.
- \* Coordinates/maintains program agency internal material such as brochures, handouts, forms, or training aids.
- \* Promotes Diversity, Equity, and Inclusion
- \* Delivers outstanding customer service to address any issues related to the Administrative Department, ensuring excellent support for both internal and external stakeholders.
- \* Assists other Administrative Department staff as needed and perform other duties as assigned.

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**KNOWLEDGE, SKILLS AND ABILITIES:**

- General knowledge of accounting principles, practices, and procedures and their application to accounting transactions.
- Extensive knowledge of business English, grammar, spelling, punctuation, and composition.
- Ability to communicate effectively, both orally and in writing, with staff and the public using tact, courtesy, and good judgment to provide clear explanations of program policies and procedures.
- Thorough knowledge of modern office procedures and practices.
- Knowledge of agency and departmental policies, procedures, and regulations.
- Knowledge of federal, state, and local policies, procedures, and regulations applicable to area of assignment.
- Ability to proofread both numbers and words quickly and accurately.
- Ability to compute and tabulate quickly and accurately.
- Ability to efficiently and accurately operate modern office technology and machinery and familiarity with spreadsheets and databases.
- Ability to establish and maintain effective working relationships with funders, staff, clients, vendors, and the general public.
- Ability to organize and prioritize work independently with a minimum of supervision.
- Ability to establish and maintain computerized filing and recordkeeping systems.
- Ability to prepare legible reports, correspondence, and documentation.
- Ability to maintain strict confidentiality.

**REQUIRED EDUCATION OR EXPERIENCE:**

- Any combination of education and experience which would provide the applicant with the desired skills, knowledge, and ability required to perform the job.

**REQUIRED CERTIFICATIONS AND LICENSES:**

- Acceptable completion of a criminal history background check.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to, stand, sit, talk, hear, and use hands and fingers to operate a computer and telephone, and keyboard reach.
- Specific vision abilities required by this job include close vision requirements due to computer work.
- Light to moderate lifting is required.
- Ability to uphold the stress of traveling.
- Regular, predictable attendance is required.

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The work environment characteristics described are what is encountered while performing the essential functions of this job.

- Moderate noise (i.e. business office with computers, phone, and printers, light traffic).
- Ability to work in a confined area.
- Ability to sit at a computer terminal for an extended period.

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

\* ***Denotes Essential Functions***