



## **Living Independence Network Corporation Job Description**

<b>Position Title:</b>	<b><u>Administrative Assistant</u></b>
<b>Service Area:</b>	Idaho – Boise
<b>Department:</b>	Finance
<b>Supervised by:</b>	Director of Finance
<b>FLSA Status:</b>	Non-Exempt
<b>Pay Range:</b>	<b>\$15.07 - \$24.93</b>
<b>Hours:</b>	40 hours

### **POSITION SUMMARY:**

The Administrative Assistant is part of the finance team and is responsible for creating an environment of hospitality for LINC consumers, stakeholders, and visitors. The Administrative Assistant is the first point of contact and face of LINC. The Administrative Assistant shares coverage of telephone duties with PAS Staff in Caldwell and Twin Falls. This position will answer incoming calls in a prompt, courteous manner according to LINC customer service quality standards. The Administrative Assistant supports the Finance Director and Accounting Manager with business office and accounting functions. They are responsible for ensuring the front desk welcomes guests positively, and executes all administrative tasks to the highest quality standards. This position will model independent living philosophy and assist in IL services when appropriate. This position is located in our Boise office.

### **EDUCATION and/or EXPERIENCE:**

- High School Diploma or equivalent
- Associates Degree or equivalent experience
- 2 years of administrative support, and accounting experience
- Desired knowledge of Quickbooks Online
- Proficient in Excel
- Desired experience in managing grants and contracts
- Proven work experience as an Administrative Assistant, Front Office Representative or similar role

### **QUALIFICATIONS:**

- Must pass a criminal background check
- Must be able to comply with drug free workplace policies.
- Excellent written and verbal communication abilities
- Proficiency in Microsoft Office Suite
- Hands-on experience with office equipment (e.g. fax machines and printers)
- Ability to be resourceful and proactive when issues arise
- Customer service attitude
- Possess and use good interpersonal skills with other employees and the public
- Be punctual, efficient, dependable, an independent worker, a detail-oriented person and possess good work habits



- Ability perform and/or manage multiple tasks, projects and priorities concurrently with a positive attitude and approach

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

To perform this job successfully, a person must be able to perform each essential duty satisfactorily. Effective communication and interpersonal skills are needed. The requirements listed below are representative of the knowledge, skill, and/or ability required and are not exclusive to the items identified. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Operational**

- Answer incoming calls in a prompt, courteous manner
- Assist callers by quickly determining the caller's needs and accurately directing calls to the appropriate personnel and/or department
- Communicate efficiently and effectively in obtaining, giving and exchanging information
- Greet and direct visitors
- Responsible for tasks associated with opening and closing the office
- Maintain/Monitor the lobby, kitchen, and bathrooms as a professional first impression of LINC
- Maintain office supply inventory and order supplies as needed and/or requested thru accounting manager.
- Receives, receipts, and distributes deliveries.
- Provide front line communication and relay information in urgent or emergency situations
- Manages receiving PAS Personal Assistant timesheets and routing them to the Billing and Payroll Specialist
- Assists Accounting Manager and Finance Director with managing grant contracts, billing, and grantor deadlines
- Assists Accounting Manager and Finance Director with financial record retention, yearend audit preparation, and new fiscal year preparation
- Collects and opens all mail and routes according to LINC process and procedures
- Receives all check, cash, and money orders and maintains receipt journal
- Reconciles receipt journal to Accounting Managers deposit.
- Assists Accounting Manager in coordination of office for maintenance for all locations, keep numbers and address on file for routine vendors used for building maintenance such as janitorial, HVAC, landscaping, sprinklers, repairs etc. Manages annual reminders in calendar for making sure things are done routinely and in a timely manner.
- All other duties as assigned by supervisor

### **Positive Working Environment**

- Respect and honor diversity (race, religion, marital status, age, sexual orientation, color, creed, national origin, and abilities.)
- Maintain respectful relationships which recognize employer's rights as a citizen and promotes their dignity, well-being, personal choice, and self-esteem
- Treat all co-workers with respect and in a manner that will promote teamwork, productivity, professionalism, while maintaining a high level of integrity, responsiveness and follow through



- Work collaboratively with others to accomplish goals and/or assigned tasks within identified timeframes
- Stay calm in challenging situations, maintains positive attitude, and serves as a role model for employers and Personal Assistants

### **Growth and Development**

- Complete Basic Orientation and attend other in-service training as required
- Set and achieve development goals as identified through ongoing performance coaching
- Complete a Gallup Strengths Assessment
- Maintain any required licensing and certifications (as needed/required)

### **Safety and Health**

Maintain a safe working environment, follow safe work practices, and contribute to overall team safety as defined by organization policy and procedures, to include protecting individuals from physical, verbal, or mental abuse, notifying appropriate staff of safety hazards, knowledge of emergency evacuation procedures, being familiar with emergency first aid procedures and assisting as necessary.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibilities.

### **PHYSICAL, SENSORY & ENVIRONMENTAL:**

The requirements described here are representative of those that must be met by an employee, with or without reasonable accommodation in order to successfully perform the essential functions of this job.

- May be required to sit or stand for long periods of time
- Must be able to lift or transfer a minimum of 50 pounds
- Refrain from utilizing multiple chemical sensitivity items, such as perfume, hand lotion, etc.; LINC is a scent free environment
- Work is performed primarily in an office environment and the employee is subject to inside environmental conditions

### **ACKNOWLEDGEMENT:**

I hereby acknowledge that I have read and understand the above job description for my position. I further acknowledge that I am medically and emotionally capable of performing assigned tasks, with, if necessary, reasonable accommodation. I also understand that LINC reserves the right to modify, interpret, or apply this job description in any way the company desires. This job description in no way implies that these are the only duties to be performed by the employee. This job description is not an employment contract, implied or otherwise. The employment relationship remains "At Will."

LINC provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, religion, marital status, age, sexual orientation, color, creed, national origin, and abilities. In addition to federal law requirements, LINC complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities.



LINC is a nonprofit organization that offers employees opportunities for growth and development; including but not limited to a strengths-based environment, competitive salaries, family friendly work environment, as well as a comprehensive benefits package to include: Medical, dental, vision, 401K employer contribution, generous vacation and sick leave accruals, as well as paid holidays.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Employee Name: \_\_\_\_\_