

NORTHEASTERN VERMONT DEVELOPMENT ASSOCIATION'S

ADMINISTRATIVE ASSISTANT

GENERAL JOB DESCRIPTION:

Performs varied secretarial, accounting, and data entry services; acts as receptionist; maintains agency inventory; oversee building leases and maintenance, handles supply purchasing; assists staff with routine office tasks, including typing, filing, transcribing meeting minutes; and does related work as required. Work is generally of a critical and confidential nature.

SUPERVISION RECEIVED:

Works under the supervision of the Executive Director and Business Manager

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Greets the public and serves as office receptionist; answers the phone and refers inquiries to appropriate staff; orders supplies; maintains office inventory.
- Prepares correspondence, reports and presentations as requested and helps to maintain up-to-date mailing lists and email addresses.
- Bookkeeping duties include, deposits, accounts payable; payroll; bank reconciliations.
- Assists Business Manager with general accounting.
- Maintains up-to-date vendor information including insurance certificate
Follows established mail and shipping procedures; maintains postage machine and funds; prepares bulk mailings as needed.
- Oversees office equipment.
- Manages NVDA calendar, schedules meeting
- Assists with tasks related to NVDA Board of Directors: schedule meetings, secure meeting sites and caterers; prepare agendas, mailings and handouts as needed.
- Attends all board and committee meetings, transcribes and distributes minutes; maintains file data.
- Duties related to Charles E. Carter Business Resource Center include: preparing monthly rental invoices for tenants; obtaining quotes and maintenance services; and showing rental space to potential clients.
- Provides miscellaneous duties and assistance as requested by the Executive Director and Business Manager.

REQUIRED QUALIFICATIONS:

Minimum requirements for this position include, but are not limited to:

- strong attention to detail and the ability to work in a fast-paced environment and execute multiple tasks
- highly organized and willing to adapt to changing needs; flexible demonstrated written and oral communication skills
- able to deal with a variety of customers professionally and cheerfully, even under pressure
- possess a general clerical aptitude and basic knowledge of record keeping
- able to make simple computations and tabulations accurately and with reasonable speed
- knowledge of and ability to learn essential accounting software. A general understanding of the main accounting principles, such as accruals and revenue. Familiarity with spreadsheets, formulas, and data analysis tools.
- knowledge of general office machines
- possess strong computer skills with Microsoft Office software; ability to navigate web and email at a high competency knowledge; ability to format presentations and use applications as needed
- knowledge of applicable websites utilized for report, data gathering, etc. ability to work independently with little to no direct day-to-day supervision ability to interact and work cooperatively with individuals at all levels of the organization
- maintain appropriate interpersonal relationships with employees, peers, and the public
- problem solving skills
- high degree of discretion dealing with confidential information

CONTACT:

Interested in this position? Please apply by submitting a cover letter, resume and the contact information for three professional references to Tina Gonyaw, Business Manager at tgonyaw@nvda.net. This position will remain open until it is filled. A review of applications will begin September 30, 2024

No phone calls please. NVDA is an Equal Opportunity Employer.