

JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

SUMMARY:

Assists the Executive Director and other management personnel in all routine administrative matters to ensure the efficient operation of the complex. Performs all Payroll functions as directed by the Executive Director.

ESSENTIAL FUNCTIONS:

- Supports the Reception desk with answering phones, assisting residents, and greeting customers in a pleasant and courteous manner.
- Responsible for the collection of rents and supports the invoicing function as necessary.
- Maintenance of Procedural Manuals, Accounts Payable files, Resident file and related files as they pertain to the Administrative Assistant office.
- Maintains Accounts Payable system through QuickBooks. This includes review for accuracy and consistency of invoices, purchase orders, and related documents. Prepares reports for disbursements and checks for signature. Works with vendor/collection agencies.
- Responsible for front end processing of Section 8 Occupancy Program including qualifying, certifying, recertifying of residents and making all reports to PMCS. (Once the Certified Occupancy Specialist training is completed.)
- Assist in the maintenance of all other files and records as required including resident files.
- Performs routine administrative functions including word processing, filing, operation of business machines and related functions.

Performs other duties as required within the parameters of the administrative functions.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must demonstrate ability to work well with residents/staff and prioritize duties given the various tasks of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

EDUCATION AND EXPERIENCE. Education or training in all functions relating to the general operation of a business office. Experience: Minimum of 5 years administrative experience in a similar type of operation or organization. Microsoft Word, Excel, and Quickbooks experience required.

LANGUAGE SKILLS: Must have good written and oral English language skills.

MATHEMATICAL SKILLS: Understanding of the principles of general accounting and mathematical skills required.

REASONING ABILITY: Must be able to maintain professional and courteous interactions while working with a diverse group of employees and residents.

CERTIFICATES, LICENSES, REGISTRATION: Active California Driver's License.

WORK ENVIRONMENT: Serving the needs of senior residents in a comfortable environment with an efficient and productive team.