



advocating against domestic & sexual abuse

Position Title: Administrative Assistant – La Crosse

Start Dates: Currently Open

Supervises: Program Volunteers

Closing Date: **November 25th**
Applications will be accepted until this position has been filled. Interviews will be conducted on a rolling basis.

Summary: Under the direct supervision of the Executive Director, the Administrative Assistant provides administrative and clerical support, to the Executive Director, Associate Director and Development Director. Experience with office and clerical support is needed.

Qualifications A combination of relevant education, employment and/or life experience is preferred. Knowledge of non-profit organizations is preferred. Proficiency with Microsoft Outlook, Microsoft Word, Microsoft Publisher, keyboarding skills and the ability to learn new computer programs with training is a must. Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports is a must. The ability to set priorities, use independent judgment, proceeds with objectives and the ability to handle and resolve recurring problems without supervision is necessary. The ability to be adaptable and utilize time management skills is needed. The ability to maintain a positive work atmosphere by acting and communicating in a manner that promotes honesty, integrity and cooperation with co-workers, management, grantors, vendors, donors and the general public is needed.

Hourly Wage and Hours: This position is full time hourly (40 hours per week). The ability to work flexible hours is necessary with the majority of hours to be worked Monday through Friday between the hours of 8:00 am and 5:00 pm. Duties may require working some nights and weekends to accommodate client and/or organizational needs and must have prior approval and/or be assigned by a supervisor. Travel is required.

Candidate must have/be:

- A high level of attention to detail and confidentiality
- Accurate typing
- Excellent problem solving skills
- Ability to multi-task
- A self-starter
- A positive and professional image
- Strong organizational skills and time management
- Excellent written and verbal communication skills
- Customer relation skills
- Promote and process improvement
- Experience with human resources i.e. benefits
- Proficiency with Microsoft Outlook, Microsoft Word, Microsoft Publisher, Excel and data based computer programs

- Knowledge of modern business communication, including style and format of letters, memoranda, minutes and reports

Responsibilities include but are not limited to:

- Prepares and maintains invoices and other accounting documents
- Assists with accounting needs as they arrive
- Prepares and reviews payroll entries and other accounting documents for the accountant
- Completion of quarterly grant reports
- Handles highly sensitive material such as personnel and salary records
- Able to make copies, collate, filing, make purchases, conference and hotel reservations, coordinate schedules, maintain and update information, etc.
- Coordinating the annual audit with the accountant
- Other duties as assigned by supervisor