



JOB DESCRIPTION

Job Title: CUA Administrative Assistant/Data Analyst

Department: Finance & IT

Supervisor: Vice President of Finance

JOB SUMMARY:

Responsibilities include screening calls and providing Level 1 Helpdesk Support. Requires strong computer and Internet research skills, with a command of EXCEL programs. Flexibility, excellent interpersonal skills, project coordination experience, and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors. Sensitivity to confidential matters is required. May assist with overflow work from administrative assistants.

EDUCATION AND EXPERIENCE:

- Minimum of a High School diploma or GED equivalent.
- Two or more years of experience office management and administrative operations.
- Computer skills and knowledge of relevant software.
- Knowledge of operation of standard office equipment.
- Knowledge of clerical and administrative procedures and systems such as filing and record keeping.
- Knowledge of principles and practices of basic office management.
- Strong organization and prioritization skills

PRIMARY RESPONSIBILITIES:

- Screening calls and providing Level 1 Helpdesk Support
- Complete data entry in various database systems including DHS Connect/Electronic Case Management System (ECMS) as well as other systems. FUND EZ, etc
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, office layout, and personnel requirements; implementing changes.
- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Provides information by answering questions and requests from clients, funders and staff.

- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
 - Create memos, cover letters, and business letters while maintaining accurate files of program communications both electronic and manual.
 - Contributes to team effort by accomplishing related results as needed.
 - Use of macros , vlookups, etc to reduce process time and streamline processes
 - Review and reconcile accounts and transactions to ensure accuracy of billing and reporting
- Assist staff with completing high priority tasks and projects
- Maintain a high degree of discretion dealing with confidential information.
 - Other duties as assigned to support the success of the project.

Skills/Qualifications:

- Experience with data entry and high regard for accuracy
- Microsoft Office Skills
- Organization & Time Management
- Professionalism
- Problem Solving
- Inventory Control
- Strong Verbal and Communication

THE DUTIES AND RESPONSIBILITIES HAVE BEEN EXPLAINED IN FULL DETAIL. I UNDERSTAND THEM AND THE RESPONSIBILITIES INHERIT WITH THIS POSITION AND WILL ABIDE BY ITS DICTATES. I FURTHER UNDERSTAND THAT ALL DOCUMENTS AND INFORMATION THAT I COME ACROSS ARE CONFIDENTIAL AND SHOULD ONLY BE DISCUSSED WITH THOSE WHO WORK IN CONJUNCTION WITH THE PROGRAM/DEPARTMENT.

Administrative Assistant Signature

Date

Vice President of Human Services

Date