

Position Description

Position Title: Administrative Assistant I – Finance
Reports to: Chief Financial Officer

Division: Finance
Status: Part-time (20hrs/wk)
Non-exempt

General Summary:

The Administrative Assistant – Finance is responsible for processing gifts, managing acknowledgement letters, updating information into the CRM system database, and supporting the Finance & HR functions. The Administrative Assistant – Finance reports to the Chief Financial Officer.

Essential Job Functions:

- Responsible for the data entry of donor information into the CRM system database
- Documents and records all donations, cash or in-kind, into the database
- Documents and processes matching gifts and workplace givings
- Manages gift acknowledgement letters
- Provides support to Finance and HR functions
- Maintains ethical standards of confidentiality and of all client information
- Other duties as assigned

Minimum Requirements:

- AA Degree in Business or Accounting
- 1 year of work experience in data entry, preferably in a non-profit environment. A combination of internships and employment will be considered as work experience.
- Administrative support services experience.
- Proficient use of personal computer and software applications
- Working knowledge of Quick Books accounting software
- Ability to represent the organization in a professional manner
- Proficient in the use of a personal computer and Microsoft Office applications
- Ability to travel as needed to perform job duties
- Ability to work evenings and weekends

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The job profile in no way states or implies that these are the only duties to be performed by the jobholder. The Associate will be required to follow instructions and perform other duties as requested by his/her supervisor or manager. This is not meant to be an exhaustive list of job duties. Essential elements may change when necessary.

Alzheimer's Orange County is an equal employment opportunity employer and strives to comply with all applicable laws prohibiting discrimination based on race, color, creed, sex, age, national origin or ancestry, physical or mental disability, veteran status, marital status, medical condition, sexual orientation (gender identification), as well as any other category protected by federal, state, or local laws.

The Associate or the Organization may terminate employment at the Organization for any reason, with or without cause or notice, at any time. Nothing in any oral or written statement shall limit the right to terminate employment at will. No Supervisor or Associate of the Organization shall have any authority to enter into an employment agreement – express or implied – with any Associate providing for employment other than at will.

As a workforce member, I agree to adhere to policies and procedures pertaining to the proper handling of protected health information (PHI) when applicable.

To Apply: All applicants must send a cover letter, resume and salary history (mandatory) to alzoc.hr@gmail.com to be considered for this position.

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