



Job Description

Job Title: Administrative Assistant

Reports to: Director of Finance and Operations

FSLA Status: Non-Exempt, Part-time (half-time, 20 hours per week), Contract Position

Pay Rate: \$26 per hour

Summary: Assists the Director of Finance and Operations with the implementation of day-to-day administrative and bookkeeping responsibilities, with particular attention to data entry and project administration.

Core Duties and Responsibilities:

- Assists with payroll processing.
- Processes accounts payable and accounts receivable transactions in accordance with department procedures.
- Assists with month-end and year-end closing processes.
- Processes expense reports submitted by employees, Associates, consultants, ensuring appropriate expense allocation and compliance with the company policies and procedures.
- Processes vendor and client contracts including reviewing contract terms and scope and ensuring compliance with the company policies.
- Responds to various inquiries from vendors, clients, Associates and consultants regarding contracts, invoices, expenses and project onboarding.
- Supports program and grant teams to align programmatic work with budgets, filing systems, database and/or contract requirements.
- Coordinates IT support for staff, Associates, and Board (e.g. assists with tech set up, reset passwords, coordinate password management, troubleshoot glitches, provide access, update groups, and organize additional tech support as needed).
- Maintains government and business-related sites to comply with state and federal laws.
- Performs ad-hoc and clerical tasks for the team as needed.

In addition, this position is expected to participate in organizational life via regular staff meetings, occasional in-person gatherings and events, as well as any other meetings necessary to support effective collaboration across teams and roles. The position will also support reporting and documentation requirements to maintain effective and reliable organizational systems as necessary and appropriate (~2 hours per week). EP retains the right to change or assign other duties to the position as needed.

Effective implementation of these responsibilities will result in:

- Expanded operational capacity within the organization during a period of growth
- Exceptional financial records as indicated by successful audits, on-time payments, compliance with regulatory requirements, and accurate internal and external reports

Qualifications and Personal Characteristics:

- Attention to detail and ability to identify and correct errors in their own work
- Excellent project management and organizational skills, including: proactive development of work plans and timelines, ability to manage multiple priorities, ability to self-manage time, prioritizing and balancing across multiple competing demands
- Commitment to honoring and handling confidential and/or sensitive information
- Associate's degree and/or at least two years of experience in an administrative or bookkeeping position
- Excellent cross-team collaboration, with a demonstrated ability to work across stakeholder groups, functional areas, geographies, and differing levels of seniority
- Experience with nonprofit organizations and grant-funded projects preferred
- Commitment to the cultivation of a work environment marked by belonging, inclusion, care, and orientation to shared values, goals, and priorities
- A commitment to cultivating a culture that values and invites diverse identities, worldviews, and perspectives
- Technological aptitude with Google Drive applications, Quickbooks, project management software, and data systems (including Salesforce and credit card management/ expense reporting)
- The ability to remain in a stationary position for at least 50% of the time; to operate a computer and other office productivity machinery; and to travel locally and nationally

Compensation and Workplace:

[Essential Partners](#) is a 501(c)3 organization. This position is a part-time position (up to 20 hours per week) with an hourly pay rate of \$26/hour and competitive benefits including sick leave, flexible work from home policies, family care leave, pro-rated PTO (10 days), paid company holidays, retirement matching after 1000 hours and one year of work, and a pro-rated medical insurance stipend. This is a one-year part-time contract position. It may be renewed upon mutual agreement.

Essential Partners is a fully remote organization; all employees are required to be residents of the United States of America and are able to work remotely from anywhere. Essential Partners does not currently base salary rates on location, and offers both initial funding as well as monthly connectivity stipends to ensure all employees have access to a safe, secure, healthful, and comfortable work environment with the equipment and tools required for their role. This role will generally require predictable working hours at least three days a week with most work between the hours of 10:00 AM and 3:00 PM ET. EP also hosts quarterly in-person retreats, which are scheduled in coordination with employees to ensure all staff are able to gather together regularly. Otherwise, this role does not require travel and rarely requires work outside of normal business hours.

Essential Partners is an equal opportunity employer. We embrace diversity of identity, belief, and background in every aspect of our organization and we are committed to co-creating an inclusive workplace for all.

To Apply:

Please submit a resume or CV to careers@whatisessential.org. The subject of your email should be “Administrative Assistant - [Your Name]”. Applicants are invited to provide more details and texture about their relevant experience and interest in the form of an optional cover letter. The priority deadline to submit applications is March 25 with the hope of filling the position as early as April 2024, but the hiring process is ongoing on a rolling basis and will continue until the position is filled. Staff will review application materials then reach out to schedule 2 rounds of interviews. Finalists will be asked to share 2-3 references; this role will also require successful completion of a background check.