

Administrative Assistant – HR/Accounting/Data Management **Full-time/Benefits Eligible**



Monday – Friday 8:30 am to 5:00 pm

In this position you will:

- Provide assistance to the Human Resources, Accounting and Data Management departments
- Have exposure to information which is highly confidential in nature

This position requires an advanced level of skills in Outlook, Excel and Word. Highly qualified candidates who have been identified for consideration will be asked to complete a skills assessment. The assessment will include completing a variety of tasks in each program.

Emerge! Center Against Domestic Abuse provides domestic abuse intervention and prevention services, and is the largest domestic abuse service provider in Southern Arizona.

We're committed to making our community a safer place to live, work, and play.

ESSENTIAL DUTIES

- Support Data Management with:
 - Conduct quality control
 - Generate reports from Emerge!'s client database system, client surveys and other data sources
- Support Accounting with:
 - Collect and reconcile back-up documentation with credit card and vendor statements
 - Disbursement of accounts payable checks, filing, document management and deliveries of deposits to the bank
 - Coordinate completion of time sheets for all employees and assist with preparing and submitting back-up documentation for grant billings
- Support Human Resources with:
 - Recruiting process tasks, such as tracking applications and communicating with candidates, scheduling interviews, conducting reference checks, etc
 - Assist with new employee orientation logistics and recordkeeping
 - Track employee requirements such as CPR certification and DPS fingerprint cards
- Keep confidential and/or privileged and proprietary information confidential during and after employment

QUALIFICATIONS

- Associate degree, Bachelor degree preferred
- Two years progressively responsible and diverse administrative experience
 - Or an equivalent combination of education and/or experience
- Accounting/bookkeeping experience
- Experience with Human Resources functions
- Experience administering and/or generating reports from data management systems
- Familiarity with government grants billing processes
- Bilingual (English/Spanish) preferred

REQUIRED COMPETENCIES

- Accuracy and attention to detail
- Excellent customer service skills
- Excellent written and oral communication
- Excellent organizational skills and attention to detail
- Ability to work well independently and be self-motivated

- Advanced computer skills including e-mail, calendars, document processing, spreadsheets and databases

OTHER REQUIREMENTS

- Appropriate fingerprint clearance through the Arizona Department of Public Safety
- CPR/First Aid certification
- Valid Arizona Driver License and proof of automobile insurance
(No action is needed to acquire fingerprint clearance or CPR/1st Aid prior to possible employment and Emerge! will cover expenses upon employment.)

PHYSICAL DEMANDS

- Must be able to sit or stand for long periods of time
- Must be able to express or exchange ideas by means of the spoken word to impart oral information to clients or to the public and to convey detailed spoken instructions to other workers accurately or quickly
- Must be able to lift up to twenty-five pounds
- Provide CPR/First Aid
- Visual acuity and hand dexterity to work with computer systems (monitor, keyboard), reports, and other data sources, reading/entering/processing data and figures
- Ability to use basic office equipment, including computer, fax machine, printers, copier/scanner, adding machine

Emerge! is an equal opportunity employer