



Charlottesville-Albemarle SPCA Job Description

Position: Executive Assistant

Status: Exempt

Reports to: Chief Executive Officer / Director of Finance & Administration

Revision Date: 11/18/2020

Summary:

The Executive Assistant contributes to the efficient day-to-day operations of the organization by managing administrative processes to maximize productivity; assisting with staff recruitment and training; maintaining employee and vendor records; performing payroll processing; managing employee benefits; oversees calendars and scheduling; prepares correspondence; and handles meeting preparation and logistics. The Executive Assistant will also remain flexible and versatile while working semi-independently to manage multiple projects simultaneously as special projects may be assigned. This position requires excellent organizational skills and the ability to handle sensitive information confidentially.

Responsibilities:

Administrative

- Check and sort all incoming mail on a daily basis.
- Maintain a professional appearance of the main entrance, office spaces, and supply closet.
- Manages the office supply and staff uniform inventory.
- Maintains organized and updated files, charts, tracking spreadsheets, lists, etc.
- Prepares various reports and presentations.
- Proofreads printed and online material as requested.
- Runs various company errands.
- Sends out all-staff communications and manages staff meetings including scheduling, set up/clean up, implementation, and meeting notes.
- Submits all employee and non-employee incident reports, ensuring collection of requisite information from involved parties, maintaining organized records, collecting and providing documentation as needed, and preparing presentations to prevent future injury.

Humane Resources

- Manages job postings on both internal and external websites, ensuring compliance with best hiring practices.
- Manages employee benefit administration and assists employees with enrollment and updates for various coverage plans including medical, dental, vision, disability, and life insurance. Manages 401K eligibility and enrollments.
- Conducts timely and accurate submission of payroll bi-weekly.
- Ensures employee handbook remains updated with new policies and employees receive notification of all changes in a timely manner.

Financial

- Conduct financial tasks including but not limited to A/P, deposits, billing, payment processing, collection on returned checks, and register reconciliations.
- Make timely bank deposits and ensure appropriate coding, preparation, and delivery of financial packet to the Accountant on a weekly basis.
- Assists with data entry and tracking for monthly financial reporting and communications.
- Other duties as assigned.

Physical Requirements & Work Environment:

- Ability to lift and transport materials weighing up to 30 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand or sit for significant periods of time.
- Exposure to disinfectant solutions and zoonotic diseases.
- Subject to animal bites and scratches.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday, and weekend work hours.

Required Skills / Experience:

- Associate's Degree preferred.
- At least 5 years of overall professional experience; 2+ years of human resource or administration experience.
- Prior payroll experience required.
- Experience with Microsoft Word, Excel, and PowerPoint required with the ability to quickly navigate new applications and systems.
- Personal qualities of integrity, credibility, and dedication to the mission of the SPCA.
- Ability to set goals, implement action plans, and monitor personal progress towards goals.
- Ability to organize and execute policies and procedures as planned while maintaining flexibility.
- Possess a friendly, empathetic and approachable demeanor.
- Ability to maintain the highest level of confidentiality and professionalism at all times.
- Highly motivated self-starter with strong attention to detail and the ability to work in a fast paced environment with minimal supervision.
- Possess excellent verbal and written communication skills, good interpersonal skills, and a good understanding of employment law.
- Must be a reliable and trusted worker who is able to perform routine tasks without supervision.
- Must be comfortable safely driving all SPCA transport vans abiding by all traffic laws.
- Ability to actively problem solve and seek answers independently.
- Must be an organized and efficient team player.
- Valid Virginia Driver's License required.