



Administrative/Finance Assistant

Supervised by: Executive Director & Finance Officer

Supervises: No supervision necessary

Salary: \$14.00-\$16.00 per hour

Classification: Non-Exempt

Terms of Employment: Regular, Benefitted (24-30 hours per week)

Job Goal:

This position works directly with the Executive Director and Finance Officer of Building Healthy Families and includes administrative support in human resources, finance management and the day-to-day operations and infrastructure of Building Healthy Families. This position also includes the opportunity for direct service and volunteer coordination.

Essential Responsibilities:

- Finance Support
 - Cross train in day-to-day Financial procedures and protocols. Examples include, but are not limited to;
 - Monthly payroll
 - Tracking employee leave
 - Processing monthly bills/statements/accounts
 - Processing staff reimbursements/travel requests
 - QuickBook entries, reports, etc.
 - Monthly review of deposits/checks
 - Assist in the gathering and completion of supporting documents for grant applications
- Human Resources Support
 - Assist in the development of job descriptions
 - Assist in the posting/hiring process
 - Assist in on-boarding process and training of new employees and enrolling new benefitted employees in benefit plans (LifeFlight, AAA, Aflac, Insurance and Retirement, etc.)
 - Maintain and routinely audit personnel files
 - Identify necessary training opportunities and relevant professional development opportunities for staff
- General Operations
 - Train in the day-to-day operations of Building Healthy Families
 - Assist in the development of contracts and service agreements
 - Develop and update policies and procedures as needed/or directed
 - Assist in grant reporting processes

- Correspond as needed with community partners on collaborative projects
- Develop infrastructure around volunteer recruitment, training and coordination
- Manage bulk mailings for Building Healthy Families

Confidentiality:

Building Healthy Families employees are required to respect the confidentiality of all clients. Any records concerning specific clients are confidential. Any information passed on is considered violation of privacy and will be treated as a breach of confidentiality. This includes information about children or families, personnel issues, labor relations matters, including bargaining strategies and other program operations as appropriate. Refer to BHF Policies and Procedures manual for more information on confidentiality.

General Requirements:

- Employees of Building Healthy Families aspire to the following:
 - *A commitment to the agency's mission, vision and values*
 - *A commitment to equipping children and all who care for them for lifelong success*
 - *A commitment to excellence in everything we do*
 - *A commitment to positive performance and a welcoming culture*
 - *A commitment to outcomes, measured results and quality improvement*
 - *A commitment to innovation and to what is possible*
- Program Participation and Team Member
 - Be present at work in order to provide consistency of services
 - Arrive to work on time; punctually attend and actively participate in all required activities, meetings and trainings
 - Be respectful, cooperative and reliable team member and participate in program activities
 - Project a professional work image, both in dress and manner
 - Demonstrate familiarity with employment policies, performance standards, work plan and commitment to mission and values in the performance of daily duties.
- Perform all work in compliance with BHF Standards of Conduct
- Improve self-skills and education
- Fulfill role as mandated reporter as stated in Child Abuse and Neglect Policy
- And or and other duties deemed necessary by your supervisor

Education Requirements:

- Bachelors degree in related field preferred

Experience and Skills Requirements:

- Previous Finance/Accounting Experience (preferred)
- Experience with QuickBooks (preferred)
- Current CPR, First Aid and Food Handler's cards
- Adequate means of transportation
- Knowledge of Wallowa County Community services (preferred)
- Ability to multi-task (preferred)

- Experience providing services to multi-cultural communities (preferred)
- Knowledge of basic computer skills including use of Microsoft Office (Word, Excel, publisher and Power Point), email, and internet

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to:

- Observe, compare, and monitor behaviors, records and data to determine compliance with prescribed standards
- Comprehend, analyze, and make inferences and references from written material
- Frequently crouch to a child's height and maintain eye contact at a child's level; stand tall enough to reach children on play equipment; stand or sit for long periods of time; walk up and down stairs; walk or run quickly; walk over rough or uneven ground
- Frequently bend and kneel
- Maintain the safety of the environment and children through visual, auditory and smelling senses
- Set up a classroom which requires moving of tables, chairs, shelves etc.
- Kneel or sit on the floor or in child sized furniture
- Make precise arm-hand positioning movements and maintain static arm –hand positions
- Make skillful, controlled manipulations of small objects
- Perform regular sanitation of classroom and equipment which may require the use of broom, carpet sweeper and mop

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform these essential functions

Work Environment/ Conditions:

- Requires working indoors in environmentally controlled conditions, as well as in an outdoor learning environment (exposure to weather)
- Requires exposure to cleaning fluids and sanitizing agents
- Job tasks are performed in close physical proximity to other people

Safety:

Apply safe practices in the performance of duties

- Reporting of unsafe or hazardous working conditions and/or any injury immediately
- Complying with Agency safety standards
- Participating in emergency drills
- Promote a culture of safe environments in the workplace

Agency-Wide Requirements:

- Current enrollment in the Child Care Division's Central Background Registry or Oregon Background check (depending on position)

- Ability to drive a private or Agency vehicle; must possess a valid driver's license and personal automobile or provide a plan that will allow fulfillment of position requirements. A DMV record check will be conducted prior to hire.
- Desire to work with culturally and socioeconomically diverse population including children and their families
- Communicate effectively with staff, families, children, and the public using the telephone and in face-to-face, one-to-one, and in group settings
- Fluent in English both verbally and written

Building Healthy Families is an Equal Opportunity Employer