

ADMINISTRATIVE ASSOCIATE

Full Job Description

Summary:

Assists the Finance and Operations Director with the day-to-day management of budgetary, financial, personnel and administrative functions for a non-profit organization located in Brenham, TX but moving to Houston, TX. Position may be partially remote. Full time.

- Provides financial accountability and ensures compliance with State and Federal guidelines,
- Manages the monthly reconciliation of accounts and generates monthly financial and budget reports for departments.
- Administers grants management and reporting.
- Administers personnel activities to include reconciliation of payroll records and salary reallocation process.
- Assists department staff with personnel issues and maintains personnel files.
- Trains and provides guidance to employees regarding the use of forms and the application of policies and procedures.
- Performs general clerical duties to include but not limited to; scanning, copying, filing, and data entry.
- Develops and maintains informational databases.
- Maintains development/fundraising and volunteer databases.
- Coordinates, plans, and organizes small-to large-scale meetings, including teleconferences and minute taking as required.
- Assists in managing special events.
- Keeps organizational calendar and assists the ED with correspondence.
- Performs other job-related duties as assigned.

Requirements

In this role, the Administrative Associate must be completely reliable, highly motivated, focused on details, and organized for the benefit of the sacred mission of this anti-sex trafficking nonprofit organization.

Must maintain absolute confidentiality.

Must possess excellent communication skills both verbally and in writing.

Must work equally well independently and in teams with the ability to multi-task, work well under pressure, and adapt to changes.

Must be proficient in Microsoft Office applications, QuickBooks, and Excel.

Adobe Acrobat familiarity preferred.

Education and Qualifications

Bachelor's in business or accounting (Preferred) plus 2-4 years of job-related successful experience.

Salary: based on experience and skills **Pay range:** \$35K - \$45K per year.

Full benefit package is provided including health, vision, dental plans, life insurance, IRA match, cell phone use and a great place to work.

To apply and be considered for a position, please send your cover letter, resume and salary requirement to careers@hoperisingusa.org.

Hope Rising is a 501 c 3 religious non-profit organization dedicated to providing therapeutic care for the minor survivors of sex trafficking.