Job Description

Job Title: Sr. Administrative Assistant (Non-Exempt)
Department: Fiscal and Administrative Support Team
Location: Gainesville, FL
Posting: Closes 5:00 pm on Thursday, November 16, 2017; Submit resume to hr@wellflorida.org

Summary

The Sr. Administrative Assistant is a position that is responsible for performing specific administrative tasks with considerable independence. The work performed by the Sr. Administrative Assistant requires experience and skill in a variety of areas including, but not limited to general office practices, customer service, organizational skills, accounts payable/receivable, written and oral communications. The Sr. Administrative Assistant works under the supervision of the Senior Accountant or other supervisory staff as may be appointed by the CEO.

Knowledge, Skills and Abilities

- Ability to maintain complete and accurate records, involving financial as well as other matters, in accordance with established procedures.
- Knowledge of financial and accounting software applications.
- Knowledge of Human Resources.
- Knowledge of Payroll processing.
- Skilled in the use of Excel, Word, Outlook, and other Microsoft office applications.
- Ability to effectively organize assigned work activities and to complete task in a timely manner.
- Ability to compose appropriate correspondence on routine matters.
- Ability to work under pressure, independently and to work well with others.
- Experience in managing supplies and equipment.
- Ability to manage contacts with the public in a professional manner and to maintain effective working relationships with other employees.
- Skill in dealing with the public in a tactful, courteous and efficient manner.
- Skilled in customer service.

Essential Duties and Responsibilities include the following.

- Prepare and process payroll, insurance, retirement changes & tax liability payments.
- Human Resource duties:
  - Staying up to date on HR laws
  - Posting available jobs and screening the applicants
  - Conducting Background and driver's license checks
  - New hire orientation
  - Familiarizing new employees with Employee Web Services (EWS)
  - Maintaining Personnel records

- Coordinates meeting preparations for the Council/Programs in conjunction with other assigned staff. Assists with routine preparations for regular committee/board meetings.
- Serves as the Liaison to multiple Boards.
- Orders office supplies and equipment as approved by the CEO.
- Participates in staff meetings and in the organization and coordination of Council activities.
- Types routine correspondence, memoranda, special reports and manuscripts on a variety of health topics.
- Transcribes dictation from tape, types and proofreads final versions of work, maintains appropriate file copies, and assumes responsibility for reproducing, mailing and otherwise distributing materials as directed.
- Serves as agency receptionist, receives and routes incoming calls, accurately records messages, and gives information in response to routine inquiries.
- Provides accounts payables support and backup to the Accounts Payable Clerk and Sr. Accountant and other administrative duties during staff absences.
- Receives and opens incoming mail.
- Assist in yearly audit preparation.
- Perform other tasks and duties as assigned.

Education and/or Experience

Successful completion of post-secondary professional training plus two years' experience in progressively responsible positions. Relevant work experience may be substituted for professional training.