



Executive Assistant Beyond The Bell

This position provides support to the Executive Director by handling a wide variety of tasks to ensure a positive and productive work environment.

Perform routine clerical as well as confidential tasks for the Executive Director such as copying, mailing, bank deposits, filing, reporting and other duties as necessary to maintain the effective management of the Executive Directors office. Confidentiality is a must.

Keep track of staff leave requests and advise staff when they are getting close to exhausting leave or when leave needs to be taken to ensure all leave is used by December 31, of the appropriate year.

Prepare all monthly financial reports for submission to the applicable governmental agency (State or Federal). Review with Executive Director before submissions.

Prepare invoices for payment and match to the appropriate line item as well as the appropriate regional contract.

Assist Executive Director and Accountant in gathering documents for the agency annual audit.

Check and respond if applicable to Executive Director telephone messages. Act as a backup to other staff answering telephones as needed.

Prepare and maintain budget spread sheets on all approved spending by contract and notify Executive Director when spending gets below 75 %. Reconcile any errors.

Assist Executive Director or her designee with grant writing and submission and other funder reports as well as letter writing, emails and memos.

Proofread documents and correspondences from the Executive Director's office for spelling and grammar and then make appropriate changes.

Maintain spread sheet on all office furniture, equipment such as copiers, printers, scanning, etc. laptops, etc. for all 3 offices; Conyers, Thomaston, Savannah.

Order and monitor office supplies and replenish as necessary for all regional offices.

Coordinate and schedule meetings and travel for the Executive Director and other staff, as necessary.

Assist in onboarding new employees, setting up employee files and documenting staff required trainings, etc.

May act as a project manager for special projects as deemed appropriate by the Executive Director working independently or in a team environment.

Skills necessary:

- Expertise in Microsoft Office products including spread sheets, this is fundamental.
- Must possess strong knowledge of clerical and administrative procedures such as record keeping, organization, office coordination, planning, and time management.
- Must exhibit confidence in making decisions, offering think outside the box ideas and suggestions as well as fiscal responsibility.
- Ability to work with diverse populations including young people.

Please submit resume or curriculum vitae only to beyondthebell@comcast.net.