

SPAN USA Incorporated
Administrative Assistant /Bookkeeper Position Description
Part-time opportunity
January 2008

General Information

The Suicide Prevention Action Network USA, Inc. (SPAN USA) is an equal opportunity employer and does not discriminate by race, color, religion, gender, gender identity, age, political affiliation, sexual orientation, ethnicity, religious persuasion, physical/mental disabilities, or veterans' status. Employment is based solely on capability to perform the required duties. Position description will be reviewed and updated at each performance review.

Position Overview

The SPAN USA Administrative Assistant/Bookkeeper, under the supervision of the Executive Director, is responsible for managing the day-to-day office operation of the organization. Tasks will include maintaining an up-to-date database, bookkeeping, assisting staff administratively regarding correspondence, web site updates using content management system, filing, assembling and mailing quarterly newsletter, and answering phones. Knowledge of QuickBooks is required.

This is an excellent opportunity for someone interested in a part-time opportunity and for one who wishes to contribute to the success of a non-profit organization.

Supervisory Relationship

The Administrative Assistant reports to, and has performance evaluations conducted by, the SPAN USA Executive Director.

POSITION QUALIFICATIONS and PERSONAL DIMENSIONS REQUIRED

Education/Experience: High School Diploma or equivalent. Some college preferred but not required. 3-5 years experience working in an administrative capacity with at least 2 years bookkeeping/accounting experience.

Skills and Knowledge: a) demonstrated capability in managing an office; b) demonstrated communication skills (verbal, written and interpersonal); c) computer literacy and proficiency in the Microsoft Office applications (including Access) and QuickBooks; d) experience with web content management preferred; and e) bookkeeping/accounting

Physical and Visual Skills and Capabilities: a) requires ability to speak on the telephone and communicate with others in person; b) capability to operate computer keyboard/mouse; c) regular light lifting (up to 10 pounds); and d) occasional heavy lifting (over 50 pounds).

HOURS AND COMPENSATION:

Administrative Assistant will be a part time – not to exceed 32 hours per week – position with SPAN USA Inc. **Hourly wage \$16.00-\$18.00, depending on experience.** Compensation review is annual (month of hire). Performance reviews will be conducted within 90 days of hire, then annually or as needed as determined by Executive Director.