

Administrative Assistant

Zero Abuse Project seeks a dynamic administrative assistant to support its Virginia office.

The ideal candidate for this position will be a self-starter who is willing to jump into a fast-paced environment and assist with many different types of projects at once. The administrative assistant will need exceptional attention to detail and a strong customer service orientation. They should have experience in or interest in accounting function and financial reporting. This position will primarily support the Operations Manager and the Chief Executive Officer.

Duties and Responsibilities

Finance

- Review and enter travel reimbursements for staff and contractors
- Coordinate monthly reconciliation of corporate credit cards
- Assist with invoicing for contracted advocates and national training contracts; including gathering and preparing receipts, reimbursements, and other documentation in compliance with funder policies
- Correspond with subrecipients and grantees to receive monthly or quarterly invoices and assist with review
- Work with the Operations Manager and external accountants to ensure a timely billing schedule and period closeout
- Complete financial, grant, and statutory reporting and assist the program team in ensuring grant and funding compliance

Administrative

- Calendaring and meeting support for the Chief Executive Officer
- Ordering of office supplies and program materials for multiple office locations
- General office management tasks

Human Resources

- Work closely with the Operations Manager to build and facilitate comprehensive on-boarding procedures
- Research state employment laws
- Assist with benefit administration procedures and respond to staff inquiries
- Communicate with brokers and carriers to research and resolve any issues with online portals, enrollment, ID cards, etc.

Other

- Special projects and other duties as assigned
- Anticipated support for the Special Projects Manager and Director of Victims Services
- General support for the communications team

Required Qualifications

- Bachelor's degree or equivalent work experience
- Experience with Excel
- Interest in accounting functions and financial reporting
- Excellent written and oral communication skills
- Ability to prioritize and plan work activities, use time efficiently, and communicate with supervisors when necessary for assistance in prioritizing conflicting tasks
- Adapts quickly to changes in the work environment, competing demands, and delays or other unexpected situations
- Ability to follow instructions, respond to management direction and solicit feedback to improve performance
- To demonstrate attention to detail, please include a middle initial in your full name when sending your application materials
- Ability to identify and resolve problems in a timely manner
- Demonstrates accuracy and thoroughness, monitor his/her own work to ensure quality, and apply feedback to improve performance

Preferred Qualifications

- Accounting/Finance/Business major
- 1-2 years of administrative experience, preferably in a nonprofit setting
- Advanced Excel skills
- Experience with Bill.com, Expensify, Sage Intacct, and/or APS
- Background in customer service

Salary

- \$45,000-\$50,000 commensurate with experience

Travel Requirements

- Some travel may be required, though not more than 5% work time per year

Other Information

- Reports to the Operations Manager
- FLSA non-exempt position
- This is a 100% FTE position
- Based in the Alexandria, VA office of Zero Abuse Project