



## THE HOMELESS FAMILIES FOUNDATION

### JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant      **CLASSIFICATION:** Non-Exempt  
**DEPARTMENT:** Administration      **POSITION STATUS:**  
**REPORTS TO:** Executive Director      **ORIGINAL DATE:** 5/2018  
**REVIEWD:**

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#### **PURPOSE OF POSITION:**

This position is responsible for supporting the management of the organization through high quality, detailed work with acquired working knowledge across departments.

#### **MISSION/VISION/CORE VALUES:**

The Homeless Families Foundation believes it is unacceptable for any child in Columbus to be homeless. Our Mission reads: The Homeless Families Foundation educates and nurtures children while empowering families to achieve stable housing and self-sufficiency. Our vision is that by building community, stabilizing families, and educating children, we can contribute to ending homelessness in our area.

#### **ESSENTIAL FUNCTIONS:**

1. Schedule, prepare, and confirm meetings for the Executive Director.
2. Check voicemail and deliver message for executive director, and general mailbox as needed.
3. Schedule, prepare, and attend Board of Trustee and Executive Committee meetings and record minutes.
4. Oversee all Board of Directors administrative duties, including record retention and maintaining online web portal.
5. Provide back-up support to the Finance Director as needed.
6. Understand the general ledger and fund accounting system.
7. Responsible for timely and accurate preparation of financial statements.
8. Responsible for recording and monitoring receipts, disbursements, and expenditures.
9. Attend Financial and Audit committee meetings as requested.
10. Assist with audit preparations and grant compliance reviews.
11. Provide back-up support for Office Manager as needed.
12. Provide back-up support for front desk coverage as needed.
13. Sort incoming mail. Prepare and send outgoing mail.
14. Assist with department communications.
15. Manage filing and record retention.
16. Perform other duties as needed, and as may be deemed necessary by the Executive Director.

## **MINIMUM SKILLS AND ABILITIES REQUIRED:**

1. Education in Finance, Business or related field. Degree preferred
2. Two years of experience in an administrative or financial role.
3. Strong computer skills, experience with Microsoft Office products. Experience with Quickbooks preferred.
5. Ability to manage multiple deadlines and responsibilities with flexibility and resourcefulness.
6. Ability to interact and communicate in an effective, professional, courteous and timely manner with other members of the staff, public, and Board of Directors.
7. Effective planner to accurately scope out length and difficulty of projects; develop schedules and complete assignments.
8. Written communications convey information in a clear concise manner.

## **FUNCTIONAL REQUIREMENTS:**

1. Position must be able to sit or stand for prolonged periods of time.
2. Must be able to push, pull, lift, and carry up to 10-50 pounds as required to access file boxes, supplies, etc.
3. Manual dexterity necessary to operate computer and telephone systems, filing, and other typical office equipment.
4. Physical ability to perform job requirements of usual and customary office procedures and communications.
5. Ability to operate a motor vehicle and/or access other means of transportation in order to travel locally for business related to The Homeless Families Foundation.
6. Maintains driving privileges as determined by the OH BVM, as well as proof of insurance.
7. Office environment, no unusual environmental factors.

The above statements are intended to describe the general nature and level of the work being performed by individuals assigned to this job. This is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities and working conditions associated with the job.

I understand the above statements are the functions, requisite skills and abilities, and requirements of this position, and at this time, I know of no limitations that would prevent me from performing these functions with or without accommodation.

I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these activities.

I have read the job description for this position and understand that it will be a basis for evaluating my performance.

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Signature

Date