



Administrative and Finance Specialist Job Description

Position: Administrative and Finance Specialist
Reports to: Director of Finance and Administration
Type: Full-time, Salary, Exempt
Supervisory Responsibilities: N/A
Salary Range: \$42,500 - \$45,000

Organization Overview

The Anchorage Coalition to End Homelessness (ACEH) began in 2004 as a grassroots collaboration with homeless service providers working together to solve homelessness. Since its founding, ACEH has grown to be the lead convener around homelessness in Anchorage and continues to grow as the system backbone for the Homeless Prevention and Response System. ACEH leads the work around Anchored Home, the Anchorage community plan to solve homelessness in partnership with those with lived expertise, providers, government partners, private and philanthropic partners, and the public.

Job Summary

The Anchorage Coalition to End Homelessness is looking for a highly organized, hardworking, and self-motivated Administrative and Finance Specialist to work closely with, and report directly to, the Director of Finance and Administration to ensure operational and organizational efficiency. The Director Finance and Administration is responsible for overseeing, directing and/or executing activities in key infrastructure components. The Administrative and Finance Specialist will be responsible for assisting the Director in following areas: administration, finance, IT, compliance, and human resources.

The ideal candidate must be able to work comfortably in both small team settings and independently with minimal direct supervision. They will need to have superb time management and organization skills, have excellent written and verbal communication skills, and be comfortable with general office operations, including professional electronic correspondence, filing, typing reports and related materials, and distributing mail. Detailed expectations regarding its primary responsibilities are outlined in this document.

Key Functions, Duties, & Responsibilities

- Answer telephones and give information to callers, take messages, or transfer calls to appropriate individuals.
- Compose, type, and distribute meeting notes and minutes, routine correspondence, or reports, such as presentations or expense, statistical, or monthly reports.
- Greet visitors or callers and handle their inquiries or direct them to the appropriate persons according to their needs.

- Create, maintain, and enter information into databases.
- Use computers for various applications, such as data management or word processing.
- Operate office equipment, such as fax machines, copiers, or phone systems and arrange for repairs when equipment malfunctions.
- Set up and manage paper or electronic filing systems, recording information, updating paperwork, or maintaining documents, such as attendance records, correspondence, or other material.
- Operate electronic mail systems and coordinate the flow of information, internally or with other organizations.
- Schedule and confirm appointments for supervisors and/or Board of Directors.
- Maintain scheduling and event calendars.
- Conduct searches to find needed information, using such sources as the Internet.
- Open, read, route, and distribute incoming mail or other materials; answer routine letters.

Other Essential Functions

Human Resources

- Assist with human resources activities, including the approval of human resource plans or activities, the selection of directors or other high-level staff, or establishment or organization of major departments.
- Assist as needed with the processing of payroll, including tax reporting and remittance.

Administration

- Assists in the creation of contracts and agreements and ensures billing and payment requests are submitted as required.
- Prepare communications such as grant/board support, emails, meeting coordination, and other correspondence as requested.
- Maintain inventory of office supplies and materials; evaluate materials prior to the onset of new project phases, coordinate with staff members for adequate stock.

Finance

- Helps maintain ACEH's files and help monitor status of all contracts and service agreements.
- Scan, file, and log accounting documents (invoices, deposit logs) both physically and electronically; maintain and update general ledger while working closely with the Director of Finance and Administration to ensure all accounts are up-to-date and paid on time.

Knowledge/Skills/Abilities:

Required Skills and Abilities

- *Mission-driven:* Desire to join a dedicated and ambitious staff that is passionate about making homelessness rare, brief and one-time through client-centered strategy.
- *Reliability:* Ability to thrive under pressure, consistently meeting expectations and commitments on tight deadlines, all while managing a variety of tasks and relationships in an efficient and meticulous manner.
- *Communication:* Excellent verbal and written communication, spelling, and composition skills. An ability to communicate with people from a variety of cultural and socioeconomic backgrounds. Strong interpersonal skills and the ability to work with differing styles of communication across a diverse team. Professional demeanor in-person and over the phone.
- *Active listening:* Demonstrated ability to actively listen and retain information by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- *Teamwork:* Ability to work collaboratively in a team environment. Ability to effectively communicate with supervisors, peers, or external partners. Establish and maintain interpersonal relationships.
- *Flexibility:* Ability to adapt to entrepreneurial culture and complete goals in a complex and changing environment. Demonstrated collaboration skills in high-stress environments.
- *Project and time management:* Excellent attention to detail, organizational skills, and the ability to manage multiple projects simultaneously. Ability to manage time effectively and work independently, completing assigned tasks in a timely manner.
- *Critical thinking:* Ability to quickly grasp concepts and apply them to solve complex social problems. Demonstrated critical thinking and ability in identifying complex problems and reviewing related information to develop and evaluate options and implement solutions. Ability to learn new skills and technology as needed.

Required Technological Proficiency

- *MS Office Suite* (Word, PowerPoint, Outlook, Excel, etc.)
- *File Management* (Microsoft SharePoint, Dropbox, etc.)
- *Presentations:* Navigating the Internet to find information, including the ability to open and configure standard browsers; use searches, hypertext references, and transfer protocols; and send and retrieve electronic mail (e-mail).
- *Spreadsheets:* Using a computer application to enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns; and

create and save worksheets, charts, and graphs.

- *Word Processing:* Using a computer application to type text, insert pictures, format, edit, print, save, and retrieve word processing documents. Familiarity with Adobe Pro and Reader.
- *Graphics:* Working with pictures in graphics programs or other applications, including creating simple graphics, manipulating the appearance, and inserting graphics into other programs.

Education and Experience

Required Education and Work Experience

- GED or High school Diploma
- Associates degree from an accredited institution or two (2) years of experience providing administrative support.
- Proficiency in computer use and Microsoft software such as Outlook, Power Point, Excel.
- Ability to count currency and assemble bank deposits efficiently and correctly.
- Must possess a valid State of Alaska Driver's License

Preferred Education and Experience

- One-year experience in nonprofit work or in work related to homelessness.
- One-year experience working and/or assisting with accounting and finance tasks.

Other Job Requirements:

All members of the workforce will be expected to demonstrate a commitment to ACEH's vision and mission and consistently demonstrate its values in all areas of their work. Moreover, everyone is expected to demonstrate collaboration and teamwork, accept direction, feedback and coaching, and prove themselves to be a reliable and consistent resource to clients and colleagues.

Must possess a current, valid Driver's License with a clean driving record, and be able to pass local, state, and federal background checks. Access to reliable, insured vehicle to be used for work related travel in the Anchorage area; vehicle insurance must meet minimum State of Alaska requirements. Ability to lift up to 50 lbs. Able to work remotely with consistent internet to host virtual meetings.