

Our mission is to lead, serve and collaborate to mobilize enduring philanthropy for a better Arizona.



Job Description

TITLE:	Administrative Assistant
STATUS:	Full Time – Non - Exempt
REPORTS TO:	Office Manager
BUSINESS UNIT:	Financial Services and Administration
DATE:	January 2018

Nature of Work

This position provides administrative, clerical and data support for all business units in a team environment to help meet the organization's goals and objectives. This position is part of the Information Management and Administrative team which provides support to all departments of the Foundation.

Essential Job Functions

- Primary responsibility for the 'new fund' creation process.
- Act as back up to data administrator and be able to accurately input new data including but not limited to: updating profile information; running Kimbia reports; creating check log for finance; assisting with database entry and serving as backup for data pulls.
- Assist with Admin Assistant – Finance, in processing mail.
- Assist with special projects.
- Manage office equipment troubleshooting and repairs.
- Act as back up to Office Manager for desktop support.
- Act as back up to Receptionist.
- Serve as back-up for post office mail pick-up.
- Serve as support to coordinate special events and meeting preparation including name tags, meeting materials preparation, equipment setup and troubleshooting. Also be available for other tasks the events team may need assistance with.
- Assist with mailings: bulk and single piece.
- Keep accurate inventory of office and meeting supplies, and order supplies on a weekly basis or as needed.
- Co-manage the organization of the PS/FS team meeting with Philanthropic Services Coordinator.

Non-Essential Job Functions

- Be available to backup any uncovered office function.

Knowledge or Skills

To successfully perform the essential functions of this position, candidate must demonstrate the following:

- Computer literacy skills including the Microsoft Office Suite and basic understanding of other essential software.
- Be detail oriented and maintain a high level of accuracy, dependability and organizational skills.
- The ability to interact successfully with the general public and co-workers.
- Work effectively in a team environment with a willingness to assist team members.
- Actively participate in process improvement and promote a collaborative work environment.
- Be willing and accepting of departmental and interdepartmental cross-training.

Education Requirements

Bachelor's degree, or equivalent of 5 years' experience in an office environment.

Other Requirements

This position functions in an office environment. The candidate must:

- Be able to operate general office equipment to include computers, multifunction printers, AV equipment, VOIP phone system, and the multiple software platforms that are essential to the organization.
- Present the organization in a positive and professional manner.
- Be able to lift 50lbs.

Major Accountabilities

- This position requires essential data entry to the organization. The candidate should demonstrate high levels of accuracy, be detail oriented, show efficiency in time management, organization, due diligence, and effective communication skills.
- Opening of the office promptly at 8:30 to provide the best service to the Foundation customers.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than, or in addition to, those specifically presented in this description.

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Please send your cover letter and resume to acfhr@azfoundation.org