

Position Summary

Provide high-level administrative support to the Executive Director in a team environment. Responsible for providing office, clerical, and daily bookkeeping support to ensure VetBiz adheres to best practices and requirements for non-profit business operations and reporting. The position requires poise and excellent people skills.

Primary Responsibilities

- **Executive Assistant Duties**

- Effectively schedules meetings and appointments on behalf of the Executive Director, ensures efficiency to allow Executive Director maximum use of time.
- Manages deadlines, keeping the Executive Director informed of progress.
- Arranges travel through appropriate channels.
- Handles administrative detail on projects.
- Records, or transcribes from video, minutes for quarterly board meetings.
- Prepares monthly federal financial reports for the Center.
- Assists with completion of Annual Report.
- Annual travel to professional development conference required.
- Assists Executive Director as liaison with regional partners including political partners and volunteers.
- Prepares report data for the Executive Director to ensure timely compliance with local, state, and federal government reporting requirements.
- Provides clerical and administrative support to the Executive Director as requested.

- **Bookkeeping Duties:**

- Responsible for essential tasks relating to Accounts Payable and Accounts Receivable as directed by the Executive Director and in accordance with VetBiz accounting policies and procedures.
- Responsible for maintaining the general ledger in QuickBooks.
- Maintain, reconcile, and report on petty cash.
- Provide information to the external accountant in a timely manner to produce financial statements.
- Maintain an accurate and organized file system.

- **Team Duties:**

- Check inventory, order, and purchase office supplies as authorized by the Executive Director.
- Respond to questions and requests for information from grantors, reporting agencies, etc., as directed by the Executive Director.
- Answer incoming calls, take and relay messages to the Executive Director and team members in a timely manner, and greet visitors to the Center.
- Ensure timely and effective client intake, or transfer to appropriate regional partner, following the procedures in place.
- Other duties as assigned with prior notice.



Education/Experience:

- Minimum 2-5 year's prior experience as an Administrative Assistant and/or Bookkeeper.
- High computer proficiency--MS Excel, MS Word, MS PowerPoint, QuickBooks, and online platforms.
- Demonstrated attention to detail and comfort with numbers.
- Excellent communication skills and comfort speaking to CEOs and political personnel.
- Experience as an organized self-starter - able to work at home on occasion.
- Entrepreneurial spirit. Willing to do what needs to get done.
- Associate degree or requisite experience a strong substitute.
- Familiarity with the military community a plus but not required.

Competencies/Other Skills:

- Energy, Drive, Ambition
- Learns from Mistakes
- Putting People at Ease
- Getting Information, Making Sense of It; Problem Identification
- Being a Quick Study
- Sees Patterns Based on Life Experience

Compensation and Available Benefits:

- Starting annual salary: \$42,000 - \$45,000 based on experience.
- Health, dental, life, and vision insurance available.
- Paid vacation and sick time available following a probationary period.

To Apply:

As a part of our selection process, all potential candidates must complete our Cultural Index Survey. Please [click here to access the quick survey](#).