

Position Description Administrative Assistant



Classification: Full-time hourly

Reports to: Operations Director

Job Duration: Year-round; subject to 8-12 weeks furlough

Overview

Denali Education Center (DEC) is a non-advocacy, for-purpose organization and partner of Denali National Park and Preserve. Founded in 1989, our mission is to promote understanding and appreciation of Denali through fun, informative, and inspiring programs.

The Administrative Assistant is a full-time hourly position responsible for bookkeeping and human resource related tasks essential to DEC. This position acts primarily as an assistant to the Operations Director.

Areas of Responsibility

The Administrative Assistant will work directly with the Operations Director to help manage Denali Education Center's day to day operations. They will collaborate to oversee all aspects of finance, human resources, administration, facility maintenance, and IT. They help with all office functions. The Administrative Assistant generally works a 40-hour workweek, but may be required to work additional hours in summer to fulfill operational needs. Additional duties may be assigned.

Essential Functions

- Assist with general office duties such as answering phones, processing mail, responding to email, filing, and maintaining a clean and professional office environment
- Process accounts payable and receivable
- Reconcile accounts
- Assist with human resources activities including, assist Maintenance Manager with communication, ordering and scheduling of projects

Specific Job Duties

Financial Management

- Assist with all business functions through QuickBooks including accounts payable and receivable; payroll; Federal, State and Local taxes; reconciliation of bank and credit card accounts
- Analyze business receipts to ensure expenses are valid, approved, and match the items/services purchased
- Generate and review monthly Profit and Loss reports and Balance Sheet
- Process monthly General Journal entries
- Assist the annual audit/financial review process
- Assist in annual budgeting and planning process with the leadership team

Human Resources, Technology and Administration

- Organize and maintain confidential personnel files
- Process new employees ensuring that required documentation is properly filled out, add new employees into QuickBooks, update pay rates for returning employees, and document necessary employee certifications
- Collaborate with the leadership team with new employee orientation, policies, and procedures
- Ensure background checks on required (i.e. youth-related) employees are processed

Operations

- Assist with grant reporting
- Assist with restricted fund reporting (Menke, WILD, Sims)
- Assist Maintenance Manager with scheduling vehicle and campus maintenance requests. Help to source supplies

Other Duties

- Uphold the organization's core values of fun, authentic experience, lifelong learning, community, and Denali
- Understand and support Denali Education Center's mission
- Assist with special events and other program functions when the need arises
- Assist with DEC's sustainability efforts by actively recycling and composting, sorting recyclables into the proper bins for collection. Use environmentally-friendly products when possible. Help educate guests about DEC's efforts to recycle and compost, encouraging them to participate
- General upkeep of facilities (including cleaning vehicles, vacuuming, dusting, shoveling snow, cleaning off vehicles, etc.)

Skills and Requirements

- 3+ years of office experience
- Accounting experience with a non-profit organization preferred
- Experience with payroll and financial documentation
- Experience using QuickBooks, Excel, database programs, and the Microsoft Suite
- Excellent organization skills and record keeping
- Excellent people skills, with an ability to partner with a dynamic leadership team
- Self-starter with demonstrated ability to effectively manage multiple tasks and projects, set priorities, and incorporate feedback from others
- Ability to have fun and maintain a positive attitude during the fast paced summers and long winter seasons
- Willingness to live and work year-round in a remote environment
- Willingness to pitch-in, sometimes outside of regular work hours
- Personal qualities of integrity, credibility, and grit

Compensation

- Opening wage range is \$18-\$22 per hour commensurate with training and experience

- Benefits include paid vacation, holidays, health insurance, life insurance, and SIMPLE IRA retirement plan (IRA eligible after 2 years of employment)
- Position includes a furlough each winter. The length of furlough for this position (up to 12 weeks) may change as needs arise. Furlough dates will be mutually agreed upon in the fall so that all staff may stagger/coordinate their furloughs as necessary and will be approved by the Executive Director

Disclaimer

This position description reflects the Denali Education Center's best effort to describe the essential functions and qualifications of this job. It is neither an exhaustive statement of duties, responsibilities, or qualifications, nor a contract.

Denali Education Center is an Equal Opportunity employer. Personnel are chosen on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status or sexual orientation, in accordance with federal and state law.

Updated: March, 2019