

Boulder Housing Partners
POSITION DESCRIPTION

DATE: 06/2022

POSITION TITLE: Administrative Assistant (Part-Time)

PAY GRADE: 2

DEPARTMENT: Finance

STATUS: Non-exempt

OVERALL JOB OBJECTIVE: Under general supervision, this position provides administrative support to the Finance Department.

DUTIES AND RESPONSIBILITIES:

1. Completes various day to day office duties to include:
 - Ordering office supplies
 - Manage Postage Machine
 - Act as notary (if licensed)
2. Provide general administrative support to Finance and other departments.
3. Reconcile vendor statements to copies of invoices.
4. Verify and maintain vendor W-9 records and insurance (liability/workers compensation).
5. Manage online credit card platform and expense reimbursements of company related purchases.
6. Assist in Procurement facilitation coordination.
7. Translate to Spanish, or act as liaison to BHP translator for required documents, brochures and flyers.
8. Coordinate file/document storage and retrieval to off-site location.
9. Other accounting/organizational related tasks as assigned.

BHP is committed to hiring employees who provide good customer service; our employees communicate courteously and responsively and provide effective and efficient service to the public and co-workers.

REQUIRED QUALIFICATIONS:

- Minimum 2-year degree in business, accounting or marketing.
- Minimum 2 years working in an office environment (multi-entity company a plus).
- Experience using Microsoft Office Suite, with emphasis in Excel.
- Experience working within an ERP system.
- Strong math, typing, 10-key, computer skills.
- Time management and organizational skills
- Knowledge of and use of good customer service skills
- Ability to work independently and to assume responsibility for completion of complex workload without close supervision
- Ability to multitask and switch easily between tasks without feeling overwhelmed
- Acceptable background information, including criminal history and credit check and ability to be bonded

DESIRED QUALIFICATIONS:

- Experience with procurement processes
- Experience with Yardi software and P2P is a plus

COMPETENCIES:

- Sharp & driven
- Attention to detail
- Self-starter
- High level of accuracy, efficiency, and accountability
- Multi-tasker.
- Driven to improve processes.
- Asks thoughtful questions.
- Excellent communication, problem-solving and time management skills.
- Personable with ability to work with varying personalities and outside Finance department
- Must pass background check, to include criminal history and ability to be bonded.

CHAIN OF SUPERVISION:

(1) TITLE OF IMMEDIATE SUPERVISOR: Controller

(2) TITLE(S) OF POSITIONS OVER WHICH THIS POSITION HAS DIRECT SUPERVISION: None

MACHINES AND EQUIPMENT USED IN WORK INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

Personal computer, telephone, photocopy machine, facsimile machine, and calculator.

WORKING CONDITIONS:

Physical Demands: This position works in an office setting. In the office it is primarily sedentary physical work requiring the ability to lift a maximum of 10 pounds; occasional lifting, carrying, walking, and standing; frequent hand/eye coordination to operate personal computer and office equipment; vision for reading, recording, and interpreting information; speech communication and hearing to maintain communication with employees and residents.

Work Environment: Works in a clean, comfortable environment in the office.

Equipment Used: Frequently uses standard office equipment including personal computers, calculators, printers, fax and copy machines.

BHP is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other status protected by law or regulation. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.