

AS220 ADMINISTRATIVE ASSISTANT (FULL TIME)

JOB DESCRIPTION

The **AS220 Administrative Assistant** provides administrative support for the day-to-day administration of AS220, its programs, and its entities, with an emphasis on assisting the Co-Directors (Managing and Artistic) and Operations Director. The Admin Assistant also supports the AS220 property management team with tenant management. This is a full time (40 hr/wk) position.

Responsibilities and duties include (but are not limited to):

Finance/Operations Assistance:

- bill entry and payment (accounts payable) and expense data entry
- account reconciliations
- deposit preparation and revenue reconciliation (physical cash/checks and credit card)
- Invoice preparation (accounts receivable)
- payroll preparation
- assist with grant and government contract reporting

Property Management Assistance:

- maintain tenant files
- maintain key logs
- assist with income certification for affordable housing tenants
- post apartment vacancies
- assist with resident selection panels

General Office Responsibilities:

- maintenance of digital and physical archives/files
- manage and prepare mailings
- Main Office reception responsibilities
- assist with internal communications:
 - maintain various office and partnership contact information
 - schedule meetings and maintain administrative calendars
- maintain office inventory
- maintain employee resource dashboard
- assist with travel arrangements for Directors, staff and invited visitors
- assist with staff on-boarding process as necessary
- assist with volunteer management

Special Events and Programs:

- assist with AS220 special events and public presentations as necessary
- schedule and coordinate tour requests
- assist with logistics of the Practice//Practice program
- assist with programmatic data collection and dissemination

Required Qualifications

- Strong skills with Office applications (Word, Excel, PowerPoint and Google applications)
- Excellent attention to detail and ability to carefully follow directions
- Proficient organizational and time management skills
- Experience working in an office environment

Proficiency with QuickBooks strongly preferred

Compensation

AS220 has an equal pay policy; all full time staff are paid a \$38,500 salary per year (\$18.50 an hour) and receive benefits that include health care, generous and flexible paid time off, and opportunities for professional development.

Prospective candidates should spend some time on our website, as220.org, before applying.

To respond to a posting, send a resume and any cover letter to:
jobs@as220.org