



New Endeavors by Women

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Job Title: Administrative Assistant
Date Developed: June 2024
Division: Administration
Classification: Non-Exempt Full Time/ In Person

PURPOSE OF POSITION: The incumbent is responsible for administrative assistance to the executive director and accounting.

RESPONSIBLE TO: Executive Director

SUMMARY OF DUTIES: Responsibilities to include but not limited to the following:

- Assist with tracking and filing staff clearance documents for contract deliverables.
 - Notifies staff and appropriate supervisor at least one month ahead when clearances are due.
 - Files required documents for staff personnel files. Ensures files are maintained according to requirements.
 - Prepare manual checks if necessary.
 - Manually deposits client escrow and program fee money orders in the appropriate account.
 - Scan bills and receipts in Bill.com
 - Endorse incoming checks.
 - File checks.
 - Prepare remote deposits.
 - Collect credit card receipts.
 - Scan receipts for TCP billing.
 - Files invoices and other accounting documents.
 - Meets with new employees to complete I-9 and W-4 information and payroll documents.
 - Reviews and submits required documents to the insurance administrator to add qualified staff to insurance plan. Completes and submits required documents for staff terminations.
 - Provide general administrative support to the Executive Director.
 - Other special projects and duties as assigned.
 - Relieves receptionist for lunch.
 - Attends all required meetings and training.
 - Serves as a role model for residents by demonstrating good work ethics.
 - Perform other duties as assigned.
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SUPERVISORY DUTIES: This position does not supervise any staff

WORKING RELATIONSHIPS: Regular internal contact with NEBW staff well as regular contact with other agencies, contractors, and vendors.

KNOWLEDGE AND SKILLS:

Education: Bachelor's degree in a related field is preferred

Experience: Minimum of three years management

Knowledge/Skills: Strong communication, organizational and interpersonal skills

Types 40-45 WPM

Work Environment/
Physical Demands:

- Sustained concentration
 - Frequent interruptions
 - Ability to navigate steps
 - Moderate noise level
 - Occasional travel between sites and for outside meetings
 - Considerable sitting, very light lifting, bending, walking
 - Moderate eye strain
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Employee Signature and Date: _____