



Agency Administrative Assistant

Job Location: Juneau, AK	Department: Administrative
Schedule: Full Time, 30-37.5 hrs/week	FLSA Status: Non-Exempt
Pay Range: \$60,000 - \$65,000	Reports To: Bookkeeper

SAIL is committed to developing and maintaining a diverse and inclusive workforce.

Summary of Position:

The SAIL Administrative Assistant is based out of our main office in Juneau, AK. This position coordinates and assists with many administrative functions within the organization. This position requires someone who can manage multiple tasks or projects in a sometimes fast-paced environment while maintaining a positive attitude and a good sense of humor.

Responsibilities and Duties:

Administrative (50%)

- Receive, sort and distribute daily mail and deliveries for the Juneau Office
- Manage all office supply orders for the agency
- Oversee and track agency equipment in all five offices plus rural communities
- Coordinate and manage travel for SAIL staff and the Board of Directors
- Manage SAIL's electronic filing system
- Assist the SAIL Leadership Team with grant management
- Assist staff with troubleshooting technology and other IT related issues
- Assist with other projects to improve internal processes
- Other duties as assigned by the Administrative Director or Executive Director

Accounting (25%)

- Manage the purchase order process for the organization
- Process Accounts Receivable, Accounts Payable and Credit card charges on an as needed basis..
- Reconcile Accounts Receivable and Payables on an as needed basis.
- Process cash disbursements on a weekly basis.
- Assist with posting and making deposits.
- Manage the purchase order process for the organization
- Reconcile all credit card purchases to monthly statements
- Assist with managing the vendor relationships and resolution of billing issues
- Assist in the annual budgeting process

Human Resources (25%)

- Assist with running background checks and onboarding paperwork for new employees
- Assist with onboarding and equipment setup for new employees
- Assist with running twice monthly payroll

Skills and Experience Required:

- Embraces the Independent Living Philosophy
- Serves as a role model for consumers of independent living
- Ability to work independently and as a team
- Ability to work under pressure and meet tight deadlines
- Expertise with personal computers
- Experience writing grant proposals or other forms of professional written communication
- Knowledge of disability rights, human service systems commonly accessed by seniors and people with disabilities, other social service resources as well as state and federal benefits programs
- Experience with general accounting practices

Preferable, but not required skills and experience:

- Knowledge of rural Alaska lifestyle and challenges
- Knowledge of Native Alaskan Cultures and traditional values
- Personal experience with a disability and/or the independent living movement
- Experience with cash handling.

Core Competencies:

- Ability to be flexible
- Ability to communicate and work well with a variety of individuals
- Ability to manage multiple projects and meet deadlines
- Ability to manage stress Ability to problem solve situations as they arise Ability to work well in a team setting
- Sense of humor in a variety of situations
- A commitment to social justice and equity for those SAIL serves and the people we employ

Work environment

SAIL offers a family friendly work environment. All offices are casual. We encourage open and honest communication between team members. The work environment is positive and friendly.

Possible exposure to inclement weather; Southeast Alaska is located in a temperate rainforest. Rainfall is common at any time of the year. Snowfall can be heavy at times. Summers are marked by up to 18 hours of daylight while winter has as little as 6 hours of daily light.

Some travel may be required and flexible schedules can be considered depending on job requirements. SAIL is committed to developing and maintaining a diverse and inclusive workforce. **Applicants experiencing a disability are strongly encouraged to apply.** Southeast Alaska Independent Living (SAIL) is an at-will employer.

Employee Signature: _____ Date: _____