



Title: Administrative Assistant (Membership, Fiscal & Office Support)

Position Category: Non-Exempt Status

Hourly Range: \$15.50 to \$17/Hour (with occasional over-time)

Work Week: 28 hours per week (Part-Time)

Benefits: Paid Sick Leave (IAW: HWHFA amended AB304-2015)

Description of Position: (Veterans Preferred, but not Mandatory)

Definition:

Under general administrative direction and guidance of the Executive Assistant and/or the Executive Director, performs a wide variety of administrative and clerical duties, plans, organizes and performs activities in the areas of membership, accounting functions, banking, policies & regulations and works closely with work-study interns. Promote AMVETS Mission, Goals, Programs, and Objectives, including understanding the National & Department reporting system, in addition to performing other related duties/tasks, which are assigned by the Executive Assistant and/or the Executive Director.

Distinguishing Characteristics:

This is a key department position, responsible for providing essential input related to AMVETS Department's structure and policy decisions. Directions are received from the Department's Executive Assistant and/or the Executive Director. The position has broad responsibilities for a variety of administrative and clerical functions, besides personnel skills to assist and work alongside VA work-study interns and volunteers. Personable skills to work closely with National Headquarters for the betterment of the Department & National programs, by becoming knowledgeable with the principles, policies and procedures of membership, besides understanding the procedures in preparing various fiscal vouchers for processing. Assist in creating networks with businesses and other agencies to solidify closer relationships to build support and teamwork with the AMVETS Department. The position may also administer and oversee a variety of other administrative support activities as directed by Executive Assistant and/or the Executive Director.

Qualifications:

The *Administrative Assistant* qualifications include a minimum of two to three years of administrative and program oversight experience in a nonprofit setting. The ability to multi-task, while maintaining schedules and managing administrative and office duties. This position requires some degree of bookkeeping, computer skills which must include an understanding and experience in MS Office, Word, Outlook, Excel software and database management. Detail oriented and ability to work in tandem with other positions to maintain a positive workflow throughout the office. Capable of



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analyzing and processing donor and membership data. Support AMVETS Posts and work with AMVETS National to ensure successful communication and interactions with a diverse member base.
Note: Veterans applying for this position must submit their DD214 as well!

Page 2: **JOB SPECIFICATIONS**

Job Functions:

The following are typical duties to be performed by this position;

- Assist the Executive Assistant and the Executive Director with various tasks & projects;
- Open and prepare the office for daily operations;
- Process incoming and outgoing mail;
- Assist in the Development of the office and administrative procedures;
- Confer with representatives of various agencies and department, as well as business representatives from private industry;
- Assist in interpreting and clarifying dept. policies and procedures;
- Assist in preparing various fiscal vouchers for processing;
- Greet office visitors, telephone callers, answer routine questions, schedule appointments, and direct to the appropriate staff or Dept. Officer;
- Prepare a variety of forms and reports;
- Maintain administrative files;
- Assist in the preparation of financial and operational reports;
- Operates a variety of modern office equipment;
- Physical effort requirements includes: sitting, keyboard, standing, walking, bending, pushing Pulling and lifting 25lbs or more;
- Assist and support Dept. Staff, Officers & All AMVET Members;
- Receive, receipt and assist with the deposit of funds;
- Receive, route and distribute correspondence;
- Performing related duties/tasks as assigned by the Executive Assistant and/or the Executive Director.

Send: Cover Letter and Resume (DD214, if a Veteran)

Email: deptamvetsca@gmail.com or

Mail: AMVETS Department of California

4969 E. McKinley Ave, Suite 207

Fresno, CA 93727



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Questions Call: (559) 688-3407