

DAKIN HUMANE SOCIETY POSITION DESCRIPTION



TITLE: **ADMINISTRATIVE ASSISTANT, HUMAN RESOURCES AND FINANCE**

HOURS: Full-time, Non-Exempt, hourly position.

REPORTS TO: Human Resources Manager

FUNCTION: The Administrative Assistant plays a vital role in supporting the human resources and financial functions of the organization. You will be responsible for performing a variety of tasks to ensure the smooth operation of daily activities and the accurate management of HR and financial records.

DAKIN'S GUIDING PRINCIPLES

Our Mission: Dakin Humane Society delivers effective, innovative services that improve the lives of animals in need and the people who care about them.

Our Foundational Belief: We believe people are good and will make good decisions for animals when they are treated with kindness and understanding, and when they have enough information and resources.

Our Core Values: Integrity, Compassion, Innovation

RESPONSIBILITIES:

Human Resources/Finance/General Administrative Support:

- Orders all office supplies and maintains the office supply inventory, monitoring and tracking usage of department supplies following Dakin purchasing guidelines.
- Prepares new hire and departing employee paperwork, assists with new hire orientation.
- Assist in maintaining accurate records and compliance with relevant laws, regulations, and company policies.
- Assist with the preparation of reports, presentations, and other documents.
- Maintains Dakin employee recognition programs.
- Assist in the preparation and processing of daily cash receipts.
- Maintain accurate and up-to-date financial records, including filing, scanning, and organizing financial documents.
- Assist in monitoring and reconciling financial transactions and accounts.
- Enter financial and administrative data into relevant systems and databases in an accurate and timely manner.
- Makes bank deposits when needed.
- Assists with special projects, occasional correspondence, or scheduling for Executive Director.

Board Support:

- Serves as the primary administrative liaison to the Board of Directors.
- Takes and prepares minutes of Board of Directors meetings.
- Maintains document archives for the Board of Directors.

Other Responsibilities:

- Maintains files, creates and implements forms, and performs other administrative and clerical duties.
- Support other departments with administrative tasks as needed.
- Runs errands.
- Works with office supply vendors to negotiate delivery of service and supplies.
- Coordinates and maintains Dakin apparel and orders through vendor when necessary.
- Manages the maintenance and upkeep of office facilities and equipment.
- In all functions and tasks follows protocols, procedures, policies, and best practices, ensuring the safety and wellbeing of animals, staff, volunteers, and visitors.
- Attends Dakin events, as required, including staff meetings.
- Complies with the Dakin Employee Handbook.
- Performs other duties as assigned.

POSITION REQUIREMENTS:**Education:**

High School diploma or the equivalent; additional education in finance, accounting, or business administration is a plus.

Experience:

- Proven experience as an administrative assistant or in a similar role.
- Strong proficiency in Microsoft Office, Google Workspace, and Gmail.
- Experience with QuickBooks and HRIS systems is a plus.

Skills, Traits and Other Requirements:

- Must agree with and be committed to upholding Dakin's Guiding Principles.
- Must maintain confidentiality and handle sensitive information.
- Must have excellent verbal and written communication skills.
- Must be curious and attentive to details.
- Must have proactive problem-solving abilities and a willingness to learn and adapt.
- Must be effective, team-oriented, and flexible in a constantly changing environment.
- Must be optimistic and able to handle difficult and sensitive situations with compassion, discretion, and an open mind.
- Must have a valid driver's license and access to reliable transportation.
- Must be willing to work occasional weekend and evening hours with advanced notice.

Mental, Physical, and Communication Demands:

- Requires reliable and punctual attendance.
- Requires patience, tact, and demonstrable compassion when working with people who are expressing a wide range of strong emotions.
- Must be able to communicate skillfully and effectively with culturally diverse communities of people of all ages, including staff and volunteers.
- Requires working effectively and independently while meeting multiple deadlines.
- Requires the ability to work in an office environment with generally low, but occasionally loud, noise levels.
- Requires sitting at a desk for periods of up to four hours without break when working on written materials or meetings.
- Must have affection for animals, concern for their welfare, and a willingness to accommodate animals in the workplace.
- While working with sheltered animals there is a risk of exposure to parasites and infectious diseases.
- Allergic conditions, which would be aggravated when handling or working with or near animals or cleaning supplies, may be a disqualification.

I acknowledge that I have received and read the job description for the position of Administrative Assistant. I understand the duties and responsibilities associated with this position and I am aware of the qualifications and skills required to perform this job effectively.

Employee signature: _____ Date: _____