



## ADMINISTRATIVE ASSISTANT

### **GENERAL JOB DESCRIPTION:**

Performs varied bookkeeping, accounting, and data entry services; maintains agency inventory and property management services; provides NVDA board and staff support; and performs related work as required. Work is generally of a timely and confidential nature, and the ability to manage multiple projects simultaneously is critical.

### **SUPERVISION RECEIVED:**

Works under the supervision of the Business Manager and NVDA Executive Director.

### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- Serves as office receptionist; answers the phone and refers inquiries to appropriate staff; orders supplies; maintains office inventory.
- Assists the Business Manager with general accounting include accounts receivable, accounts payable, payroll, bank reconciliations, and office functions.
- Directly interface with the public and refers inquiries to appropriate staff.
- Maintenance of NVDA mailing lists, databases, and client/vendor information.
- Responsible for the maintenance and inventory of NVDA office equipment.
- Responsible for tasks related to NVDA Board of Directors, staff, and committees, including organizing meeting schedules, preparing agendas and minutes, and meeting materials as needed. Attends all board and committee meetings.
- Provide property management functions, including preparing monthly rental invoices for tenants; obtaining quotes for annual maintenance services; and responding to tenant issues.
- Provides miscellaneous duties and assistance as assigned by the Executive Director and Business Manager.

### **REQUIRED QUALIFICATIONS:**

Minimum requirements for this position include, but are not limited to:

- College, vocational or continuing education training in general office management skills, or a minimum of three years clerical and office support experience, or an equivalent combination of education and experience.
- Knowledge of and ability to learn essential accounting software and a general understanding of basic accounting principles, such as accruals and revenue.
- Highly organized with demonstrated written and verbal communication skills, as well as the ability to gather data for reporting.

PO Box 630 36 Eastern Avenue, Suite 1 St. Johnsbury, Vermont 05819-0630 802 748-5181 Fax: 802 748-1223

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- Strong attention to detail and the ability to work in a fast-paced environment while executing multiple tasks and the flexibility to adapt to changing needs.
- Possess a general clerical aptitude and basic knowledge of record keeping and familiarity with the Microsoft Office suite of products.
- Ability to work independently over time with minimal supervision and able to work cooperatively with individuals at all levels of the organization.
- Demonstrates appropriate interpersonal relationships with employees, peers, and the public while maintaining a high degree of discretion dealing with sensitive or confidential information.

The NVDA is the regional planning and economic development corporation for the 50-town, 3-county region of northeast Vermont. Our purpose is to assist the communities in our region with local governance and to work collaboratively with them to address regional issues. Our office is located in St. Johnsbury – a community with vibrant downtown. Our workplace is friendly and highly flexible in terms of both workday and location. We offer competitive compensation and an excellent full benefits package. The expected annual salary range for this position is \$45,000 to 55,000. NVDA is an Equal Opportunity Employer.

Interested persons may apply by submitting a cover letter, resume and the contact information for three professional references to Tina Gonyaw, Business Manager at [tgonyaw@nvda.net](mailto:tgonyaw@nvda.net). No phone calls, please. This position will remain open until filled.

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