



Habitat for Humanity of Greater Baton Rouge Administrative Assistant Job Description

Job Title: Administrative Assistant

Department: Finance

Reports To: Finance Director

FLSA Status: Exempt/Full Time

SUMMARY

The Finance Assistant is responsible for the day-to-day operation of the front office. This position assists the Finance Department with ongoing and special projects as well as supports the work of management and office staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Serve as the first point of contact for Homeowners and Guests visiting the office.
- Accept mortgage payments and prepare receipts for Homeowners.
- Process and accurately record mortgage payments in the Accounting System.
- Answer HFHGBR incoming telephone calls, assist callers with general inquiries, and route calls to the appropriate staff member.
- Checking voicemail messages regularly and promptly forwarding messages to the appropriate staff member for response and follow-up.
- Manage the HFHGBR website inbox by reviewing incoming emails, responding to general inquiries, and forwarding messages to the appropriate staff member for follow-up.
- Provide Administrative support to the Director of Finance.
- Aid other Departments as assigned with data entry to CRM platforms and/or other data tracking documents.
- Assist with Special Projects.
- Perform other Administrative and Finance-related duties.

SKILLS:

- A self-starter mentality with the initiative to recognize what needs to be done, and who can follow instructions for assignments through to completion.
- Strong numerical skills and an ability to work comfortably and accurately with numbers and financial data.
- Strong Excel skills – intermediate to advanced proficiency is required. This is not a beginner-level Excel position.
- Strong attention to detail and the ability to identify errors, discrepancies, or missing information.
- Strong organizational and time-management skills.
- Ability to manage multiple responsibilities and changing priorities.
- Ability to work independently with limited supervision while also working effectively as part of a team.
- Dependability, punctuality, and consistent attendance.
- Ability to maintain **Confidentiality** and **Professionalism**

MINIMUM REQUIREMENTS

Education/Experience

- High School Diploma
- Experience in an office setting is preferred.

Computer Literacy

- Proficient in Microsoft Excel and Word Software

Physical Demands:

The physical demands described here are representative of those an employee encounters while performing the essential functions of this job. This position is frequently required to stand; walk; sit; reach with arms; may have to lift and/or move up to 30 lbs. Normal office conditions when working in the office. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Schedule:

The Finance Assistant will work between 40 hours per week between the hours of 8:00 a.m. – 4:30 p.m. Monday through Friday. Work schedule to be determined based on individual needs.

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EMPLOYEE ACKNOWLEDGMENT

I understand that the above describes my daily functions in the Finance Assistant position.

Employee Name (*Print*)

Employee Signature

Date