



Housing Solutions of Northern Arizona Job Description

Position Title: Office Assistant

Employment Details: Full-time – Approx. 32 hrs/wk
Monday – Thursday; 8 a.m. to 5 p.m.
Occasionally flex hours due to special events
Non-Exempt Hourly Position
Starting Salary: \$15.00 - \$16.00/hr. DOE
Benefit eligible

Job Location: 2304 N. Third St.
Flagstaff, AZ 86004

Housing Solutions of Northern Arizona History:

Housing Solutions of Northern Arizona, Inc., is a local 501(c)3 nonprofit organization whose mission is to build opportunity for sustainable, affordable housing in northern Arizona. Founded in 1990, as the Affordable Housing Coalition and previously known as BOTHANDS, the organization's main programs include housing counseling, construction of affordable housing, affordable rental housing and Sharon Manor, a transitional housing facility for homeless adults with and without children, who are survivors of domestic violence. The Mission of Housing Solutions of Northern Arizona is to build opportunity for sustainable affordable housing in Northern Arizona.

Housing Solutions of Northern Arizona's Non-Discrimination Policy:

Housing Solutions of Northern Arizona, Inc. is an equal opportunity employer and provides equal employment opportunities to otherwise qualified individuals without regard to age, race, color, gender, sex, pregnancy, sexual orientation, ethnicity, national origin, religion, marital or familial status, disability, or veteran status. The practice of non-discrimination applies to all employees, volunteers, applicants for employment and applicants for volunteer opportunities, and to all terms and conditions of employment.

Summary:

Responsible for office operations of Housing Solutions of Northern Arizona, Inc., including day-to-day operation of the front office, assisting clients, answering the phones and providing support to staff members within the organization. This person will be responsible for opening, closing and staffing the front office during normal business hours (Monday-Thursday 8 a.m. to 5 p.m.). He/She will be familiar with Housing Solutions' programs, directing clients to the appropriate internal or external housing resources, as appropriate. This person will be responsible for filing and ensuring financial and grant documents are secure, complete and easy to locate. This person will provide database support, entering data and donor data into existing databases to ensure accurate tracking and compliance with funding requirements. They will also be responsible for preparing bills for payment by our third-party accountant. Reports directly to the CEO.

Essential Duties and Responsibilities:

- Staff Housing Solutions' front office. This person will be responsible for staffing the front office Monday – Thursday from 8 a.m. to 5 p.m.



- Provide direct customer service, answering phones and assisting walk-in clients to answer their questions and meet their needs.
- File and maintain financial and grant records, ensuring records are complete, secure and easy to find.
- Provide general office support: check mail daily, ensure sufficient office supplies are available for staff members.
- Provide support to HSNA staff members, when needed.
- Coordinates meals or refreshments for regular HSNA meetings.
- Responsible for data entry for our donor and client databases.
- Accept rental payments and communicate with property managers if payments are not made on time.
- Basic data entry into Quickbooks accounting software for rental payments, thrift store daily sales, receipt of grant and donor funds, etc.
- Prepares bills and payroll for payment by our third-party accountant.
- Ensures compliance with Human Resources guidelines and laws, including providing new hire information to employees and checking E-Verify.
- Provides support for fundraising activities and donor events on an “as needed” basis.
- Prepare for and assist with annual financial audit
- Prepare for audits & site visits conducted by grant funding agencies.
- Other duties as assigned.

Minimum Qualifications:

Two years’ experience in office support or related field.

Computer literate – Microsoft Word, Excel, other database programs.

Able to meet requirements to acquire a Level 1 Fingerprint Clearance Card

Able to work effectively in team environment.

Able to work independently.

Good interpersonal skills.

Ability to multi-task.

Detail oriented.

Good oral and written communication skills.

Good judgment.

Ability to lift 25 pounds.

Preferred Qualifications:

Bilingual in Spanish

Experience in housing or nonprofit organization