ADMINISTRATIVE ASSISTANT

The Administrative Assistant is responsible for payroll, purchasing functions in support of daily operations, reconciling daily deposits, posting to the general journal, providing administrative support to Human Resources and preparing financial and budget reports.

Duties and Responsibilities

1. Ensure all new employees are properly enrolled into payroll system and benefits as follows.
   - Tabulate and organize timesheet information and payroll records.
   - Approve input payroll record information into accounting system and generate payroll checks for direct deposit and related reports.
   - Reconcile wage reports and prepare tax reports for the review of Executive Director.
   - Organize, file and maintain payroll files for each employee or contact agent.
2. Manage centralized purchasing within the guidelines of grantors and contracts.
3. Work with vendors to solicit bids for procurement with support of Executive Director.
4. Perform following duties accordingly as directed by the Executive Director as follows:
   - Disburse checks as required.
   - Prepare and post to accounting system, all fees, receipts, invoices, requisitions, expenses.
   - Appraise, evaluate, and record all inventory property and equipment, as required such as the property’s description, value and location.
   - Collect and maintain inventory of office equipment and supplies.
5. Develop, maintain, and analyze budgets; prepare reports that compare budgeted cost to actual costs.
6. Ensure payroll liabilities comply with all legal and reporting requirements.
7. Analyze business operations, trends, costs, revenues, and financial commitments, for appropriateness, completeness and accuracy and provide recommendations accordingly.
8. Survey operations to ascertain program needs and recommend, develop, and maintain solutions to business and financial problems.
9. Assist in developing and improving internal control procedures to safeguard the CIS of Laredo assets.

10. Prepare and analyze reports for grantors in a timely manner.

11. Prepare bank reconciliation statements on a monthly basis.

12. Ensure that all month end and year end entries are properly recorded.

13. Ensure compliance with CIS of Laredo general insurance coverage policies.

14. Prepare, examine, and analyze reports for employee health care benefits, and report accordingly.

15. Prepare schedules during fiscal year audits.

16. Oversee all aspects of general office coordination, to include processing of all incoming correspondence, arranging for all meetings and conferences, and making travel arrangements for staff, board and volunteers.

17. Perform other duties as directed by the Executive Director.