



Administrative Assistant

- \$15/hour or negotiable based on experience
- 32-40 hours in a 4-day work week
- Full or prorated benefits based on full or part time hours, including retirement.

Job Duties



Self-Help Homes (SHH) is the largest nonprofit developer of Self-Help Housing in Utah. Formed in 1998, the mission of SHH is to provide affordable housing opportunities to individuals and families living in Central Utah. To meet this purpose, SHH has developed several programs for the development, improvement and preservation of housing opportunities for SHH's target population.

The Administrative Assistant reports directly to and is supervised by the Office Manager and performs some or all of the following duties:

Summary of Duties and Responsibilities:

- Performs general receptionist duties such as: answering the telephone, copying, scanning, filing, greeting visitors and preparing correspondence, memoranda, forms, reports and other materials as needed.
- Basic explanation of the MSH program to prospective customers on the phone and or walk-ins.
- Construction accounting for participating Self-Help families. Accounting duties include entering bills and purchase orders, running deposits to the bank and getting checks signed by Board Treasurer.
- Maintain SHH family tool trailer inventory.
- Enter and maintain SHH family construction budgets.
- Enter and maintain SHH family financial reports and transfers.
- Prepare, request and maintain monthly SHH family construction account draw requests.
- Post and maintain SHH family bank account reconciliations.
- SHH family construction account monthly reviews and account audits.
- Enter SHH Corporate check requests, PO's and bills.
- Make weekly bank deposits, check run, post office run and other errands.
- Performs various other duties as assigned, such as:
 - Various marketing, communications and blog maintenance.
 - Maintains adequate office supplies.
 - Reviews monthly vendor statements.
 - Records monthly Staff Meeting notes/minutes.
 - Maintains a clean entrance and lobby area.
 - Notary services, as required.
 - Assist with loan payoffs and reconveyances.
 - Assist Housing Specialist with open houses and groundbreakings.

- Maintain Sub-Contractor certification updates (W-9, license and insurance).
- Other duties as assigned to assist in SHH daily business needs.

Factors:

1. Supervision Exercised: None
2. Responsible for Contacts: Involves contact with all staff members, family laborers, vendors, suppliers, sub-contractors and general public.
3. Physical Effort: Work requires moderate lifting at times.
4. Working conditions: Work is generally performed indoors at the office.
5. Mental Application: Requires concentration to complete above duties.

Knowledge and Training Required (Minimum Qualifications):

- A. Education and Experience
 1. High school diploma or equivalent with satisfactory completion of business courses.
 2. At least one, preferably two years of related clerical/bookkeeping, data entry or lending experience.
 3. Knowledge and proficiency of QuickBooks Pro would be beneficial.
- B. Abilities and Attributes:
 1. A friendly and outgoing personality, with the ability to work with people of diverse backgrounds.
 2. High level of interpersonal skills and ability to communicate effectively both written and orally.
 3. Ability to operate various kinds of office equipment (copy machine, scanner, fax machine, calculator, etc.).
 4. Knowledge of and ability to use computer programs in a Windows environment: Word, Excel, Adobe, QuickBooks, Google, other programs as needed, etc.
 5. Must be highly motivated, proactive and have interpersonal skills.
 6. Typing - Score of 60 wpm;
 7. Spanish speaking a plus.

Screening: Based on job-related experience and meeting minimum qualifications

*****Email application and resume to karen@selfhelphomes.org*****

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SELF-HELP HOMES IS AN **EQUAL OPPORTUNITY EMPLOYER**

***** Applications online at Selfhelphomes.org *****