

**WOMANHAVEN, a  
CENTER FOR FAMILY SOLUTIONS**

<b>Department: Administration</b>	<b>Location: Administration</b>
<b>Job Title: Administrative Coordinator</b>	<b>Salary Range: \$15/hr (\$31,200/annual) starting pay</b>
<b>Reports To:</b>	<b>Title: Director for Administrative Services</b>
<b>Type of position:</b> <input checked="" type="checkbox"/> <b>Full-time</b> <input type="checkbox"/> <b>Part-time</b>	<b>Hours <u>40hrs</u> / week</b> <input type="checkbox"/> <b>Exempt Position</b> <input checked="" type="checkbox"/> <b>Non-exempt Position</b>

**SUMMARY:**

The primary purpose of this position is to perform cross-functional duties for Human Resources and Administrative Support to the Administration Department. The position requires the ability to multitask with attention to detail in a professional environment. All activities must support the WomanHaven mission, strategic goals, and objectives.

**ESSENTIAL FUNCTIONS:**

*The position duties and responsibilities listed below describe the general nature and scope of work. Other responsibilities, duties and skills may be required and assigned, as needed.*

- Processes new hire employee paperwork to include I-9s, W-4s, on-line payroll information and background checks.
- Responsible for benefits administration at the agency to include forwarding enrollment, termination, or status change in insurance to the corporate office.
- Plan and conduct new employee orientation
- Process Payroll Liabilities and ensure liability accounts are monitored.
- Responsible for tracking and ensuring all required paperwork is completed and properly filed in employee personnel files.
- Ensure Employee Quarterly Tax returns and DE-6 are filed quarterly.
- Track and Monitor employee training and ensure compliance with grantor and California laws.
- Handle Workers Comp Claims rules and regulations
- Keep all records in order for agency, state and federal grants, bank accounts, expenses, etc.
- Acts as payroll backup for submission of employee payroll (as needed).
- Inventory and ordering of all office supplies.
- Act as Key Control employee responsible for issuance and inventory of keys.
- Generate government financial reports and other monthly income reports.
- All respective duties for Accounts receivable including but not limited to posting of daily deposits, and receivables as appropriate
- Monitor grant award balances for housing programs
- All other duties assigned by the Director for Administrative Services

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**Behavioral Competencies:**

*This position requires the incumbent to exhibit the following behavioral skills:*

*Job Knowledge:* Exhibits requisite knowledge, skills and abilities to perform the position effectively. Demonstrates knowledge of policies, procedures, goals, objectives, operational entities, requirements and activities as they apply to the assigned organizational entity of WomanHaven; uses appropriate judgment & decision making in accordance with level of responsibility.

*Commitment:* Sets high standards of performance; pursues aggressive goals and works hard/smart to achieve them; strives for results and success; conveys a sense of urgency and brings issues to closure; and persists despite obstacles and opposition.

*Customer Service:* Meets/exceeds the expectations and requirements of internal and external customers; identifies, understands monitors and measures the needs of both internal and external customers; talks and acts with customers in mind; and recognizes working colleagues as customers

*Effective Communication:* Ensures important information is passed to those who need to know; conveys necessary information clearly and effectively orally or in writing; demonstrates attention to, and conveys understanding of, the comments and questions of others; and listens effectively

*Responsiveness and Accountability:* Demonstrates a high level of conscientiousness; holds oneself personally responsible for one's own work; and does fair share of work

*Teamwork:* Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; supports everyone's efforts to succeed.

**SUPERVISORY RESPONSIBILITIES:**

N/A

**Technical Skills:**

To perform this job successfully, the employee should have strong computer skills (MS Word, Excel, and Outlook). Knowledge of QuickBooks Accounting software. Must have the ability to learn other computer software programs as required by assigned tasks.

**EDUCATION, KNOWLEDGE, SKILLS, ABILITIES, AND EXPERIENCE  
REQUIRED/PREFERRED:**

An Associate's Degree is preferred, high school diploma or GED a must, and a minimum of three (3) years of experience in performing general office duties or clerical. Requires some accounting knowledge. An equivalent combination of education, training, and experience may be considered.

**LICENSES AND CERTIFICATES:**

Must possess a valid California driver's license/minimum vehicle insurance required by law and maintained throughout the duration of employment.

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**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To perform this job successfully, the employee is frequently required to remain in a stationary position. Daily movements include sitting; standing; operating computers and other office equipment; moving about the office; and attending onsite and offsite meetings. The employee must be able to communicate via email and verbally via telephone. The employee must occasionally transport up to 25 pounds.

**Benefits:**

- Health insurance
- Vision insurance
- Retirement plan
- Paid time off
- Tuition reimbursement

I have read the above job description and fully understand the requirement set forth there.

Employee's signature:

Date: