

**POSITION TITLE:** Executive Assistant/Bookkeeper  
**REPORTS TO:** Assistant Director, Chief Executive Officer  
**DEPARTMENT:** Operations  
**HOURS:** 40 hours/week; generally, 8:30 a.m. – 5:00 p.m.  
**EMPLOYMENT STATUS:** Full-time, Exempt, Benefits Eligible

---

### **POSITION SUMMARY**

The Executive Assistant/Bookkeeper, under the general direction of the Assistant Director and Chief Executive Officer, is the gateway and liaison for office information and communication while also ensuring the office operations run effectively, efficiently, and within budget. The Executive Assistant/Bookkeeper will be responsible for preparing and examining financial records and will assist the executive team (i.e., President, CEO, and Assistant Director) with various administrative tasks.

The successful candidate will exhibit the highest professional standards and ethical principles and will be committed to the tenets of IVAT's Mission and Vision. Qualified candidates must possess a solutions-oriented work ethic and the confidence to handle fluctuating priorities.

IVAT's mission is to improve the quality of life for individuals on local, national and international levels by sharing and disseminating vital information, improving collaborations and networking, conducting research and trainings, assisting with direct professional services, program evaluation, and consulting to promote violence-free living.

### **ESSENTIAL FUNCTIONS, DUTIES AND RESPONSIBILITIES**

#### **A. Administrative**

1. Oversee Master File Plan to ensure that staff maintains well-organized and updated office records and files; file, maintain and retrieve corporate documents as requested.
2. Maintain executives' appointment schedules, especially President's and CEO's, by planning and scheduling meetings, conferences, teleconferences, and travel arrangements.
3. Track and submit expenses on behalf of executive team members.
4. Arrange catering services and conference room reservations for on-site and off-site meetings as needed.
5. Responsible for taking meeting minutes, as requested, and delivering them within two business days after meeting has ended.
6. Prepare and distribute materials for IVAT board meetings.
7. Prepare and edit correspondence, communications, presentations, and other documents (must be proficient with PowerPoint, Excel and MS Word).
8. Manage the organization's office; maintain office space, supplies, and services.
9. Facilitate phone screens for potential new hires, schedule interviews, and help oversee process for new positions in conjunction with Assistant Director; conduct new employee orientation with Assistant Director.
10. Anticipate executive needs and provide support proactively.
11. Communicate with external vendors; assist with contracts related to IVAT's Summits and trainings.
12. Additional administrative duties include but are not limited to: recording staff

vacation/out-of-office time on IVAT calendar; maintaining job descriptions; receiving and routing mail; screening calls; receive guests, vendors, maintenance, and other technicians.

13. Other relevant duties as assigned.

#### **B. Bookkeeping**

1. Prepare reports and financial data, including weekly bank deposit reconciliation and accounts receivable/accounts payable tracking sheets.
2. Obtain primary financial data for accounting records; perform data entry for weekly, monthly, and annual records and reporting.
3. Coordinate with contracted accounting vendor to ensure QuickBooks reports are accurate.
4. Oversee bank and credit card reconciliations.
5. Prepare invoices and track payments received.
6. Make deposits once or twice a week as needed.
7. Communicate with external contractors and vendors, make payments, and report expenses.
8. Assist with developing systems for maximum efficiency and accuracy.
9. Other relevant duties as assigned.

### **POSITION REQUIREMENTS**

**Education:** Bachelor or Associate's degree

**Experience:**

- Minimum three years of experience required in administrative duties in a professional office environment, experience providing executive-level support a plus.
- Minimum one year of experience as a bookkeeper or controller.
- Proficient in QuickBooks, with hands-on experience for at least one year.
- Project coordination experience.

**Skills, Knowledge and Abilities:**

- Able to analyze information.
- Must have excellent writing, reading, and communication skills (written and verbal).
- Ability to manage highly confidential documents and information.
- Ability to successfully work individually and as a team member.
- Ability to manage multiple tasks and projects with great attention to detail.
- Flexible and able to effectively prioritize tasks and maintain a productive workload.
- Knowledge of mail merge, developing Excel spreadsheets, and organizing structured office files.
- Possess excellent interpersonal skills and the ability to work well with all levels of internal management and staff, as well as outside clients and vendors.
- Be interested in the mission of IVAT; knowledgeable in the areas of violence, abuse, or trauma a plus.

**Technology Skills:**

- Proficiency in Microsoft Office applications.
- Proficiency in and hands-on experience with QuickBooks.
- Proficient with search engines and other online applications.
- Data entry skills.
- Able to troubleshoot computer, phone, copier, and printer issues.

**Other Requirements:**

- Maintain a professional appearance and demeanor.
- Valid California driver license at time of hire.
- Employment contingent on a successful background check.
- Committed to the mission and vision of IVAT as a social change organization.
- Sensitivity to cultural diversity and ability to communicate and interact effectively with people of all ages and diverse backgrounds.
- Proven ability to work effectively as a team player.
- Highly motivated, focused, and results oriented.
- Ability to exercise discretion and tact in all interpersonal contacts, and to maintain confidentiality at all times.
- Ability to maintain composure under high stress conditions.
- Ability to be optimistic, positive, and supportive in all interactions with others.
- High level of accuracy and attention to detail.

*Anti-Discrimination Policy*

The Institute on Violence, Abuse & Trauma prohibits discrimination in employment and in its educational programs and activities, including admission or access thereto, on the basis of race, national origin, color, creed, religion, ancestry, citizenship, sex, age, marital status, disability, medical condition, pregnancy, physical or mental disability, genetic information, veteran status, marital status, sexual orientation, gender, gender identity, gender expression, caregiver status or any other characteristic protected by federal, state or local laws, or on the basis of any perception that an applicant or employee has any of these characteristics, or on the basis that an applicant or employee is associated with someone who has or is perceived to have these characteristics.

The Institute on Violence, Abuse & Trauma is an Equal Opportunity Employer, committed to ensuring a high quality of education through the diversity of the IVAT community and the curriculum. Women, people of color, people with disabilities and people from other underrepresented groups are encouraged to apply, as we actively seek to increase diversity at all levels.

The Institute on Violence, Abuse & Trauma will conduct its programs, services and activities consistent with applicable federal, state and local laws, regulations and orders.

This policy is governed by Titles VI and VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, Title IX of the Education Amendments Act of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the regulations implementing these statutes, and applicable federal and California law.