

Administrative Assistant

JOB FUNCTION

Assists the Executive Assistant with varied secretarial and clerical duties to ensure the overall efficient operation of the programs and facilities of the NHA.

ACCOUNTABILITY

Directly accountable to the Executive Assistant.

EXAMPLES OF WORK PERFORMED

- ❖ Responsible for overflow phone calls, screening calls and distributing mail to the Executive Director and Executive Assistant.
- ❖ Responsible for overseeing the office supplies for the NHA, NAHC and the managing properties, to include research, ordering, and restocking.
- ❖ Responsible for scheduling preventative maintenance, and repairs on all office equipment and maintains the Postage Meter.
- ❖ Responsible for preparation of billings to managed properties, for the Executive Director's review.
- ❖ Responsible for duplication and preparation of Board Meeting Packets, including the timely delivery of the packets.
- ❖ Responsible for sending the minutes to the City of Norman for the NHA and NAHC Board Meetings.
- ❖ Responsible for entering and paying invoices for NHA, NAHC and managing properties.
- ❖ Responsible for preparing checks to be mailed and filing of all accounts payable documentation.
- ❖ Creates and maintains accounts payable filing system for the NHA and all managed properties.
- ❖ Responsible for managing the Conference Room Scheduling.
- ❖ Prepares Conference Room for board meetings, including the set up and maintenance of the recording equipment.
- ❖ Performs secretarial duties to include correspondence, faxing, filing etc. for the Executive Assistant, as assigned.
- ❖ Assists the Executive Assistant with workshops for various organizations in which the NHA is involved.
- ❖ Responsible for staff meeting minutes and sign in sheets.
- ❖ Organizes and maintains file storage rooms located in RRV for Section 8 and Administrative files.
- ❖ Picks up mail/rental checks at the P.O. weekly and sort between entities. Take Public Housing their rental checks so they can prepare them for deposit.

- ❖ Sort and make copies of all checks for NG, MCK and MCK II. Then initial copies. Property Manager will make the deposit slip, verify check copies and initial on both and give back. Take to the Executive Assistant to enter in QB.
- ❖ Verify deposits are correct, initial and then take deposits to the bank weekly or as needed.
- ❖ Assists the Executive Assistant with maintaining the bank files for NHA, NAHC and all managing properties.
- ❖ Maintains Petty Cash for NHA and NAHC.
- ❖ Maintains spreadsheets for all NHA and NAHC Activity Funds.
- ❖ Maintains Insurance Verifications (General, WC and Auto) for all Vendors for all entities.
- ❖ Responsible for placing orders for business cards, letterheads, stationary and engraved items.
- ❖ Assists the Executive Assistant with preparation of documents during audit time for all entities.
- ❖ Maintain the timesheet file and leave accrual spreadsheet.
- ❖ Performs varied other duties as requested by the Executive Assistant.

QUALIFICATIONS

Must be a high school graduate, with additional education or a minimum of (2) years' business, social services, and/or administrative job experience. An accurate typing speed of 50wpm is required. Basic computer skills and experience using Microsoft Word, Excel, Outlook and QuickBooks is required.

Must be able to work with a minimum supervision, and have a sense of priorities and initiative. Must be able to exercise tact when meeting the general public. Must be willing and able to retain proprietary information as confidential.

Must be able to perform assigned responsibilities, as well as new and changing duties with an attitude of complete cooperation and inclination to personally identify with Authority goals, objectives, and programs.

Must have a valid Oklahoma Driver's License. Must be insurable through the Norman Housing Authority's auto insurance. Must be drug free.

CERTIFICATION

I have read this job description and understand the responsibilities of my position.

Employee Signature

Salary

Date

Executive Director

Date