

Administrative Assistant II-Finance & Human Resources

Administration Department



TO APPLY: Submit a resume and cover letter to payroll@mccwi.org with Admn Asst II in the subject line.

Reports to: Director of Human Resources & Operations

Position Type: Non-Exempt/Hourly; Monday-Friday; 8:00 am – 4:30 pm

Pay Range: \$18.00 - \$20.00 per hour

The Administrative Assistant-Finance & Human Resources position is located at Milwaukee Christian Center's (MCC's) main site location working closely with the Director of Finance and the Director of Human Resources & Operations. The position supports accounts payable and receivable, payroll, human resource functions, maintaining compliance documents, external audit assistance, and general office support and reception.

Essential Duties and Responsibilities Include:

Human Resources (30%)

- Provide support to payroll by reviewing payment, benefit, and allocation information.
- Organize and track staff orientation, training, and professional development completions.
- Maintain human resource files to meet compliance requirements.

Finance (30%)

- Support accounts payable by maintaining vendor files and contracts, reviewing and submitting bills, reimbursements, and check requests.
- Process and take cash and check deposits to the bank.
- Solicit vendors for operations and supply bids.
- Obtain and organize documents in preparation for the annual financial and compliance audit and various grant monitor audits.

Administration/Operations (40%)

- Greet visitors and take phone calls as back-up support to reception.
- Undertake diverse administrative tasks, from phone and computer management to filing and printing projects, filing, scanning, copying, etc.
- Responsible for meeting & event coordination and scheduling, both on and off-site, including agenda and document preparation, logistics & technology set-up, making catering arrangements and managing to assigned budget

Qualifications Desired Include:

- A two-year degree in business, accounting, office administration or related field and/or at least 2 years related experience.
- High level of attention to details, particularly numbers and data.
- Highly organized, able to manage multiple tasks and deadlines.
- Demonstrated ability to manage changing priorities and frequent interruptions with a sense of urgency and high level of accuracy.
- Demonstrated proficiency in Microsoft Office suite of products, spreadsheets and database software programs.
- Work for extensive periods of time with numbers, data, and forms to achieve task goals.
- Demonstrated ability to handle and maintain confidential information.
- Ability to think critically to solve problems and make recommendations.
- Oral and Written communication and documentation skills in English, bilingual in Spanish strongly desired.

Benefits

Qualifies for vacation, sick leave, holiday pay, insurance, pension and flexible spending account options.

Work Environment

Milwaukee Christian Center is a multi-service organization that works to build strong neighborhoods full of opportunity. We approach that work through four core areas: housing, youth development, older adults, and food security.

Equal Opportunity Employer

Milwaukee Christian Center does not discriminate against any employee, applicant for employment, or client because of race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or other applicable legally protected characteristics. Milwaukee Christian Center is an equal opportunity employer.