



Healthiest State

INITIATIVE

Title:	Office Assistant	FLSA Status:	Non-Exempt
Reports To:	Executive Director	Employment Status:	Part-Time - 20 hrs/week
Date:	January 2022	Location:	Des Moines, IA - Hybrid
Pay Range:	\$17 - \$20 per hour		

About: The Healthiest State Initiative is a 501c3 nonprofit organization supporting statewide efforts to make Iowa the healthiest state in the nation. This position will support the Executive Director with clerical duties to support the growing needs of the organization.

OBJECTIVE:

The Office Assistant will perform a variety of clerical duties that may include answering telephones, bookkeeping, scheduling and data management, requiring knowledge of office systems and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Office Assistant will:

- Monitor internal controls
- Maintain general ledger
- Reconcile bank statements
- Prepare balance sheet reconciliations
- Prepare and post journal entries
- General monthly financial statements and analysis
- Schedule meetings
- Answer telephone, direct calls and take messages
- Compile, copy, sort and file records of office activities, business transactions and other activities
- Compute, record and proofread data and other information, such as reports or records
- Maintain and update program data using a computer
- Perform administrative support functions

GENERAL DUTIES:

- Perform administrative duties
- Operate office machines such as photocopier, scanners, voicemail systems and personal computer

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities at this time.

Mission: To Improve the Physical, Social, and Emotional Well-Being of Iowans

QUALIFICATIONS / EDUCATION / EXPERIENCE

An Associate degree plus two years applicable experience or five years of applicable experience in a similar role.

Other qualifications and experience must include:

- Strong organizational, problem solving and time management skills
- Self-starter, able to work independently
- High degree of accuracy and attention to detail
- Experience working remotely.
- Ability to thrive in a creative, nimble and fast-paced culture

LANGUAGE ABILITY

Ability to read and interpret documents. Ability to write professional correspondence. Must possess excellent written and verbal communications skills.

MATHEMATICAL SKILLS

Must utilize basic math skills to fact check the accuracy of data and interpret information.

COGNITIVE DEMANDS

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS

To perform this job successfully, an individual should have proficient knowledge of QuickBooks Online, Dropbox and MS Office Products – specifically Outlook, Word, Excel and PowerPoint.

PHYSICAL DEMANDS

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision.

ENVIRONMENTAL ADAPTABILITY

The noise level in the work environment is usually moderate.

TRAVEL

None

The Iowa Healthiest State Initiative (IHSI) is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, IHSI will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with IHSI.

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