



EXECUTIVE ASSISTANT JOB DESCRIPTION

Position Summary:

The Executive Assistant provides essential administrative, financial, and operational support to ensure the smooth day-to-day functioning of the organization. This role supports bookkeeping, donor database management, basic human resources (HR) administration, and general office operations. The position works closely with the Executive Director and Deputy Director and program staff to maintain organized systems and efficient internal processes.

Position Title: Executive Assistant

Reports to: Executive Director

Classification & Compensation: The Executive Assistant is classified as a regular, non-exempt, hourly, full-time employee with occasional evenings/weekends required. Paid on a bi-monthly basis per Center policy. Eligible for all paid holidays, Paid Time Off (PTO), Therapy Services (EAP), health insurance benefits (medical, dental, vision), and paid mileage reimbursement. In-person position based in El Paso, Texas with some regional travel as needed.

Key Job Duties and Responsibilities:

Bookkeeping & Financial Administration:

- Maintain financial records using QuickBooks.
- Record income, expenses, and donations accurately.
- Assist with accounts payable and accounts receivable.
- Reconcile bank statements monthly.
- Support preparation of monthly financial reports for board meetings.
- Coordinate with external accountant or auditor as needed for 990, W2s, 1099's and annual audits.

Donor & Grant Database Management:

- Maintain and update donor records in the organization's donor database.
- Record donations and generate donor acknowledgment letters and thank you cards.

- Assist with tracking grant submissions, reporting deadlines, and funding records.
- Generate reports to support fundraising and development activities.

Human Resources Support:

- Assist with employees on boarding and documentation.
- Maintain personnel records and HR files.
- Collect employee timesheets and mileage for payroll processing.
- Help ensure compliance with basic HR policies and procedures.

Administrative & Office Support:

- Provide general administrative support to the Executive Director and staff.
- Manage office supplies, records, and filing systems.
- Assist with scheduling meetings and preparing materials (agendas/minutes)
- Support internal communications and organizational documentation.

Other Duties

- Represent the organization in the community and with stakeholders as needed alongside or on behalf of the Executive Director in their absence.
- Assist with special projects, program development, and organizational initiatives.

Qualifications

- Associate's or Bachelor's degree in business administration, nonprofit management, accounting, or related field preferred.
- 2+ years of administrative or operations experience.
- Experience with QuickBooks or similar bookkeeping software.
- Experience managing databases or CRM systems (donor or client systems preferred).
- Strong organizational and time-management skills.
- Proficiency with Microsoft Office (Outlook, Excel, Word)
- Ability to manage multiple responsibilities with attention to detail.