



Operations Assistant Job Description

Reports to: CFO – Chief Finance Officer

Position Information:

- 40 hours per week
- Non-exempt position

Equal Employment Opportunity Statement: SafeHouse Denver, Inc. is dedicated to the principles of equal employment opportunities. We provide equal employment and advancement opportunities to all individuals based on job-related qualifications and their ability and willingness to perform the duties necessary to accomplish the job, without regard to race, color, religion, creed, sex, marital status, national origin, age, sexual orientation, gender variance or identification, disability, military status, economic status, citizenship status, and/or veteran status. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

Position Summary: Under the supervision of the Chief Finance Officer at SafeHouse Denver, the Operations Assistant is responsible for day-to-day support of administrative, bookkeeping, and office duties.

DUTIES AND RESPONSIBILITIES:

Bookkeeping Tasks

- Enter bills and credit card charges into QuickBooks
- Enter deposits and receiving payments in QuickBooks
- Mail checks and keeping records of bill payments and credit card receipts
- Make copies of checks paid and checks received and keeping organized records
- Enter gift cards received and disbursed in Excel spreadsheet for Shelter, CAC and ESP
- Inventory gift cards quarterly
- Monthly invoicing help

Invoicing Support

- Pull and copy paperwork for invoicing (including timesheets and invoices/payments)
- Separate paperwork by appropriate grant, being sure that all documentation is found
- Document timesheets and invoices with grant number and time and/or dollars invoiced
- Attach paperwork to invoice(s) and file
- Box at end of grant year for storage

Audit Support

- Assist in gathering and scanning documents or retrieving documents electronically as requested by auditors
- Keep a separate audit file throughout the year of information we know will be required for the audit

Office Management

- Order supplies as needed and keep an up to date inventory to make sure we never run out of necessary supplies
- Develop and carry out plan with CFO to ensure office is properly maintained, including serving as primary contact for external vendors
- Basic IT support and maintenance as needed

Paper Flow

- Scan documents and “file” in appropriate files on server
- Box older files for transfer to storage
- Shred documents as appropriate

Employee Files

- File documents in appropriate employee file
- Set up files for new employees and determine whether all documents are included
- Prepare list of missing documents and assist with obtaining them
- Pull files for terminated employees and file in appropriate place

Miscellaneous

- Complete forms or prepare reports as requested
- Gather/research information as requested
- Identify supplies needed and put away shipments received
- Arrange for disposal/recycling of toner/ink and electronic equipment
- Special projects as requested
- Any other duties as assigned

Qualifications

- One to two years of administrative experience preferred
- Great organizational skills
- Strong basic math skills
- Strong proficiency in Excel and Microsoft Office
- Experience in QuickBooks or similar software preferred

Please note: This is an in-office job. SafeHouse Denver is currently operating with limited staff on-site, practicing social distancing, and following safety protocols to prevent the spread of COVID-19. The Operations Assistant will have their own separate work space and will be able to maintain at least 6+ feet of distance at all times.

To Apply: Please send a resume and cover letter to Alexa McKenna at amckenna@safehouse-denver.org