



Administrative Assistant to CFO

Reports to: Chief Financial Officer (“CFO”)

Position Information:

- 16 hours per week; flexible days.
- Non-exempt position

Position Summary: Under the supervision of the CFO at SafeHouse Denver, the Administrative Assistant is responsible for support of the CFO.

DUTIES AND RESPONSIBILITIES: Administrative support including, but not limited to: Managing paper flow for CFO office, including scanning, filing and archiving. Providing invoicing and accounts payable support. Using Excel to track gift cards and other assets. Documenting internal employee files. Providing audit support. Keeping supply area and front lobby stocked and organized. Performing other duties as requested.

Qualifications: Excellent organizational skills. Ability to work without close supervision. Good attention to detail. Ability to maintain confidentiality required. Working knowledge of Microsoft Office Suite, particularly Excel, a strong plus.

Salary Range: \$16.00-\$17.50/hour depending on skill set.

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.

Ideal position for a mom with children in school or a student needing flexible hours!

To Apply: Please send cover letter and resume to Sue Pilcher, CFO, at spilcher@safehouse-denver.org.
Please no phone calls.