JOB DESCRIPTION
Administrative Associate

This position will work under supervision of the Business Manager and Southern California Director to provide assistance in financial, compliance, office management, business development and IT matters.

Position Duties and Responsibilities

Financial
- Prepare monthly client invoices and assist with collections
- Expense Reports
  - Distribute monthly credit card statements
  - Check for expense reports for accuracy
  - Ensure each report has proper documentation
  - Assist with proper recording and coding in QB
  - Enter bills for reimbursement
- Accounts Payable
  - Enter bills into QB for payment
  - Process payment online when applicable
- Accounts Receivable
  - Collecting of checks and handling bank deposits
- TPA PAM
  - Maintaining budget and processing donations
- TPA PAC
  - Assistance with processing contributions

Office Administration
- Answer phones and route or screen calls in a proficient manner
- Greet staff, clients, visitors, and vendors in a professional and friendly manner
- Maintain professional appearance Southern California office
- Process incoming and outgoing mail daily, including overnight document/packages
- Keep supplies stocked for employees by tracking inventory and ordering office/kitchen supplies as needed
- Order, pick up, and set up lunches as needed for staff lunches and client meetings as needed
- Assist with creating a fun team environment (i.e. holiday decorating etc.)
- Passionately support TPA Green Initiative
- Maintain contact with Property Management in all offices and coordinate maintenance and repair work as needed
- Update contacts in TPA contacts database

Assistance to the President
- Arrange travel and coordinate all related details for business and personal traveling
- Schedule meetings and update calendar as needed
• Maintain and ensure completion of Attaboys
• Track and receive on-line purchases for the President
• Send TPA and personal correspondence as requested by the President (i.e. personal notes, annual calendars, gifts, etc.)
• Prepare monthly expense report

**Assistance to Business Management**
- Prepare contracts and amendments as directed
- Complete business insurance certificates requests
  - General Liability
  - Professional
  - Workers Compensation
  - Automobile
- Maintain Business License records and process renewals
- Process State and Federal Lobbyist Registration
- Process State and Federal Lobbying Reporting
  - Quarterly State Reporting
  - Quarterly Federal Reporting
  - Semiannual Federal Major Donor Reporting

**Other**
- Assist Business Development on proposals and RFPs
- Coordinate with Fantastic IT for company-wide IT assistance
- Assist with planning of TPA Quarterly Meetings
  - Location research
  - Presentation preparation
- Maintain company Staff Phone List
  - Provide team with timely updated documents
  - Ensure President’s extension guides are up to date

**Position Qualification**
- Minimum of 2 years’ front desk and administrative experience in a professional services environment
- Professional demeanor, with a friendly and positive attitude
- Proven punctuality and reliable attendance
- Proficiency with Microsoft Office (MS Outlook, Word, Excel, Powerpoint)
- Proficiency with Quickbooks Online
- Strong written and verbal communication skills required
- Experience in operating and maintaining office equipment
- Strong organizational skills and attention to detail
- Ability to manage a task from start to finish in a timely manner
- Must have reliable transportation

To apply please submit your resume and cover letter, including a writing sample, to Amanda Conklin at aconklin@townsendpa.com