

Administrative Assistant:

TreeUtah seeks an Administrative Assistant

The Administrative Assistant will be responsible for the reception of incoming correspondence with TreeUtah, bookkeeping, record keeping, bills, and reimbursements; they will also have the opportunity to help facilitate TreeUtah community events.

Reception is responsible for checking the mail, voicemail, general company email, and helping keep on top of social media. Bookkeeping will be done through Intuit Quickbooks. It will be used to generate checks for payment, employee reimbursements, and keeping track of all expenditures and donations; this includes collecting and recording all receipt information and all check information. Record keeping will be done with Giftworks. It will be used for donation records, generating thank you letters, and generating donor lists and reports. The administrative assistant will be responsible for making sure all bills are paid on time and recording all the records of the bill payment in Quickbooks. They will also be responsible for ensuring that all money is correctly deposited into TreeUtah's accounts; this means they will deposit all checks, transfer and record all PayPal donations, and ensure that all other forms of donation are either automatically or manually deposited into TreeUtah's system.

As a member of the TreeUtah team, the administrative assistant will also be asked to help facilitate community and education events if needed. This includes setup for the events, volunteer leadership at community plantings, helping give presentations in education events, and helping take down and put away all materials required for the events. Driving the company truck might be necessary, so a valid driver's license is required.

Part time; up to 10 hours per week. Looking for candidates ASAP. Open until filled.