

Executive Assistant

Employer: TimeOut Family Abuse Shelter, Inc.

TimeOut in Ladysmith is a private non-profit domestic abuse/sexual assault agency seeking a full-time Executive Assistant. Responsibilities include administrative support for Executive Director, administrative grant management, payroll/accounts payable, tax reporting, general ledger record keeping, preparing business/financial reports, overseeing volunteer & donation management, general office & facility coordination. Must have minimum of 2-4 years of bookkeeping experience; excellent people, time management, & organizational skills; work well in a team; proficient in Excel & Quickbooks Accounting.

Please e-mail cover letter & resume to: katie@timeoutabuseshelter.org

Application deadline: December 18, 2013

Deadline for applications: December 18, 2013

Go live:

December 12, 2013

Contact: katie@timeoutabuseshelter.org

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