

# Napa Valley Community Housing

## JOB ANNOUNCEMENT

### RECEPTIONIST/ADMINISTRATIVE-ACCOUNTING ASSISTANT

Status: Non-Exempt Full Time Position (Monday-Friday)  
Supervisor: Director of Administration Department: Office Administration

---

The Administrative Assistant reports to the Director of Administration and performs general office support duties for all staff, responsible for the office facilities, equipment and supplies and other duties as assigned.

#### **Responsibilities:**

- Answer main phone line, direct calls, make referrals to other agencies, take messages, respond to emails about our waitlist
- Greet/announce visitors, assist walk-in visitors with questions about our agency
- Maintain housing interest lists
- Record all incoming checks as received
- Open, date stamp and route mail – Open, date stamp and code invoices
- Stuff, address, stamp and mail outgoing mail
- Type, copy, collate, fax as requested and distribute incoming faxes
- Order and maintain office supplies, keep storage area and kitchen orderly
- Call for repairs on office equipment
- Maintain current staffing list
- Keep current driver's license & vehicle insurance on all staff
- Prepare monthly reports for postage and copier usage
- Assist accounting with filing, coding and entering invoices as needed
- Assist Managers/Departments with various tasks

#### **Qualifications:**

- High School Diploma or GED
- Bilingual - English/Spanish
- Basic typing and math
- Computer skills – Word and Excel for Windows
- Ability to read, write and speak English and Spanish fluently
- Customer Service - Good phone manner and people skills
- Vehicle required with possession of a valid California Driver's License, a good driving record and automobile insurance per requirements of the State of California

**Application Process:** The position offers a competitive salary and excellent benefits including medical and dental coverage. Please submit a cover letter and resume to NVCH, 150 Camino Dorado, Napa, CA 94558; Attention: Nancy Morales or email [nancy@nvch.org](mailto:nancy@nvch.org) or fax to 707-255-0252, or call 707-253-6260 EOE

March 2018