



## **CENTER FOR PEOPLE WITH DISABILITIES (CPWD)**

### **JOB POST 6/20/23**

*People with disabilities are strongly encouraged to apply!*

**JOB TITLE:** Administrative Assistant

**PRIMARY OFFICE:** Boulder, Longmont, and Thornton/North Metro

**FLSA/EMPLOYEE STATUS:** Part-Time (20 hrs./wk.); Non-exempt

**PAY & BENEFITS:** \$20-\$25/hr. and benefits include an Employee Assistance Program (EAP); 401(k); vacation time, sick time, and plentiful paid holidays (including Christmas Eve through New Year's Day and Juneteenth!).

### **WHY WORK WITH US?**

We're extremely caring, supportive, down-to-earth, and passionate about what we do. We are continually looking for more ways to improve the employee experience, including providing a 4-day workweek! Also, we're very flexible and accommodating, and we provide generous time off for a true work/life balance. If you want to do work that makes a difference, check out our post below!

**SUMMARY:** Responsible for handling accounting functions for payroll and month-end accounting activities, such as reconciliation of credit cards and bank accounts. Assists with administrative operations for all of CPWD's offices. Provides administrative assistance to the Executive Director. The individual in this position will serve as a role model and mentor for people with disabilities within the community, and maintain positive and effective relationships with CPWD staff and partner agencies.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Collect, enter, and process all staff timesheets.
- Process and submit biweekly payroll.
- Track and report employee benefits.
- Perform monthly reconciliations of bank, credit card, and petty cash accounts.
- Maintain all accounting files in accordance with internal policies and government regulations.
- Assist with periodic audits.
- Assist Executive Director with calendar management, travel planning, conference registration, meeting management, and other specific activities, as assigned.
- Assist with coordination relating to: service providers (e.g., document shredding); building cleaning, maintenance, inspections, and repairs; and office equipment, including phones, copiers, computers, and network equipment.
- Order and/or pick up any food or supplies needed for the office or programs, as needed.



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- Assist with set up and clean up for meetings and events, including tables, chairs, food, and refreshments, etc.
- Assist with all aspects of the office's space/infrastructure planning (moves, adds, and changes to workstations), and provide answers, resources and solutions, as requested.
- Order postage, office supplies, cleaning supplies, and other miscellaneous supplies.
- Help ensure office cleanliness and safety.
- Maintain strict confidentiality in all areas, work within the confines of HIPAA regulations, and complete all required HIPAA trainings.
- All CPWD staff members are considered mandatory reporters, obligated to report signs of abuse they are aware of both on and off the job.
- Work independently, schedule and manage personal workload, and recognize when there is a need for approval or support from supervisor.
- Gain an understanding of IL Philosophy and CPWD's mission, vision and programs to be able to communicate them to consumers and community organizations.
- Participate in CPWD staff meetings, department meetings, and staff trainings.
- Perform other duties, as assigned.

### **QUALIFICATIONS:**

- 2+ years of experience in office management, administrative assistance, and payroll.
- Should have good organizational skills with a strong attention to detail.
- Must have excellent oral and written communication skills and ability to interact with associates in remote locations through email, phone, or video.
- An ability to interact well in a team environment is essential.
- Must be able to demonstrate dependable and reliable attendance and performance, work flexibly and creativity with ability to multi-task.
- Computer literacy with proficiency in MS Word, Excel, Google Suite, and web-based portal systems is essential.
- Leadership and interpersonal skills with diverse peers, consumer base, other staff members and management.
- Commitment to co-creating a culture that fosters diversity, equity, and inclusion.
- Able to demonstrate commitment to CPWD's non-discrimination policy [DEI Statement](#)
- Able to demonstrate CPWD's core values of inclusiveness, flexibility, person-first, accountability, and integrity.
- Current driver's license, insurance, clean driving record, and reliable transportation (if applicable).



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- Must successfully pass background check(s).

### **PREFERRED QUALIFICATIONS:**

- Personal experience with a disability is strongly preferred.
- Working knowledge of disabilities and disability-oriented issues.
- Accounting background is preferred.
- Basic knowledge of bookkeeping principles.
- Paychex payroll and QuickBooks experience.
- Exposure to Independent Living Philosophies and best practices in the IL community.

### **PHYSICAL/ENVIRONMENTAL REQUIREMENTS:**

- Office environment requiring ongoing computer use and extended amount of time sitting or standing.
- Able to lift and move 50 lbs.
- May encounter uneven footing, road hazards, and unpredictable weather in performing field duties.
- Able to work out of all CPWD office locations, as needed.
- Off-site meetings and activities may be required.

### ***CPWD is an Equal Opportunity Employer***

We are dedicated to the principles of Equal Employment Opportunity and fostering a culture that promotes diversity, equity, and inclusion while actively challenging and dismantling systemic racism and oppression. Reasonable accommodations may be made to empower a qualified candidate to perform the essential functions of the job.

### **HOW TO APPLY:**

Please submit an updated résumé and customized cover letter to [jobs@cpwd.org](mailto:jobs@cpwd.org) explaining why you are a strong candidate for this position. We look forward to hearing from you!

[www.cpwd.org](http://www.cpwd.org)