



We house, feed, and support those in need with compassion and dignity.

Job Posting

Title: **Administrative Assistant**
FLSA Status: **Full-time, non-Exempt**

Reports to: **Directors of Accounting and HR**
EEO Code: **5**

Overview:

St. Vincent de Paul Louisville is one of the longest serving social charities in Louisville. We are located in the up-and-coming Shelby Park neighborhood. Through our homeless shelters, community kitchen, supportive housing programs, professional case management, clinical services and retail thrift stores, *we house, feed and support those in need with compassion and dignity* on the path toward self-sufficiency.

Position Summary:

The **Administrative Assistant** assists department leadership in two core functions: Human Resources and Accounting; especially in assisting human resources with data/file management and processing government grant reimbursements in accounting. Staff is shared between these two functions.

Essential Duties and Responsibilities:

Accounting:

- Reviewing reimbursement submissions from sub-recipients
- Processing government grant reimbursements
- Gather documentation for monthly grant reimbursement requests
- Review and verify client grant assignments for monthly rent draws from HMIS reports prior to the draw.
- Compile documentation for and assist in annual audit preparation
- Prepare PAR forms for Louisville Metro grant reporting
- Maintain employee benefit spreadsheets
- Other duties as assigned

Human Resources:

- Digital and physical employee file management via scanning/labeling/filing various documents
- Maintain accurate benefit and payroll databases including employment status, demographics, leaves, and workers' comp claims updates
- Assist with job postings, resume streaming and storage
- Assist with background/reference/screening process for candidates
- Assist employees with benefit forms as they reach eligibility
- Assist with employee training and development record keeping/check lists
- Other duties as assigned

Specific Knowledge, Skills, and Abilities:

- Knowledge of basic accounting practices
- Knowledge of basic human resources practices
- Comfortable working with diverse populations
- Excellent computer skills in Word, Excel, databases, etc.

- Highly self-motivated, detail oriented
- Organized with excellent written and oral skills
- Strict adherence to and respect for confidentiality
- Commitment to the Mission, Vision and Values of SVDP

Education, Qualifications, Certifications, Training, Licenses:

- Associate's Degree in relevant field preferred
- A combination of education, training and experience that results in demonstrated proficiency to perform the work may be substituted
- Successfully pass required pre-employment background and drug screening
- Valid Driver's License

Reporting to this position: None

Benefits/Additional Information:

In addition to a sense of purpose and pride that comes from serving others, eligible employees enjoy paid holidays, paid leave, paid Life/Short/Long Term Insurance as well as access to SVDP's Section 125 Health and 401(k) Retirement Plans.

St. Vincent de Paul Louisville will conduct a thorough background investigation as part of its application process. Investigations are not limited to, but will include review and verification of the following: previous employment, character references, motor vehicle reports, personality and aptitude testing, drug screening and a comprehensive criminal background and credit check.

Apply online: www.svdplou.org

Email cover letter and resume to: mtull@svdplou.org

Apply in person:

St. Vincent de Paul Louisville
1015-C South Preston St
Louisville, KY 40203

Mail cover letter and resume to:

St. Vincent de Paul Louisville
Attn: HR Director
PO Box 17126
Louisville, KY 40217-0126

Cover letters are appreciated.

St. Vincent de Paul Louisville is an Equal Opportunity Employer and absolutely committed to diversity. (M/F/D/V)