

## Elizabeth Stone House: Administrator

**Elizabeth Stone House Mission:** The Elizabeth Stone House partners with adult and child survivors of domestic violence and related trauma - mental illness, housing instability and substance misuse - to achieve safety, stability, and overall wellbeing, thereby contributing to the strength, resiliency, and health of the community we serve.

### Primary Job Objectives:

- Provide phone coverage daily, ensuring that all callers are greeted courteously and assisted in a timely manner.
- Provide administrative support to the Executive Director and staff of the Stone House including but not limited to database entry, gift processing, mailings, scheduling and set up and provision of meeting space, supplies and food.
- Serve as first line of service for troubleshooting: phones, printers, and networking.
- Receive all invoices and correspondences from vendors and prepare accounts payables.
- Prepare required documentation for billing government agencies with which ESH has contracts.
- Make deposits to ESH accounts at least twice a week.
- Receive and process completed checks and updated cash flow report weekly.
- Receive monthly rent for ESH residents and maintain up-to-date rent records-acknowledgement with rent receipts. Maintain security and furniture deposits. Review quarterly.
- Maintain records on restricted grants.
- Preparation of documents for annual audit
- Preparation of various federal and state documents
- Develop and maintain collegial connections with external collaborators.
- Adhere to the “General Guidelines for Conduct” including but not limited to a commitment to the agency’s mission, to teamwork and to the highest standards of personal and business ethics in promoting Elizabeth Stone House internally and externally.
- Other related duties as assigned including but not limited to seasonal activities and all-agency activities.

### Qualifications:

- Bilingual preferred (English & Spanish)
- Ability to work collaboratively and effectively in an environment that is linguistically and culturally diverse
- Strong organizational, problem-solving, communication and interpersonal skills
- Ability to multi-task in a fast-paced environment
- Valid driver’s license & access to a vehicle
- Proficiency with computers including Excel, Word, PowerPoint etc.
- Database management experience a plus

Compensation of \$28k with excellent benefits

To apply, please send resume and cover letter to: [mchaisson@elizabethstone.org](mailto:mchaisson@elizabethstone.org)