



Part-Time Administrative Assistant

Organization: Rock Island County Children's Advocacy Center (RICCAC)

Position Title: Part-Time Administrative Assistant

Hours: 10 hours per week

Location: Office

Schedule: Flexible

Reports To: Executive Director

Position Summary

The Rock Island County Children's Advocacy Center (RICCAC) is seeking a detail-oriented and organized Part-Time Administrative Assistant to provide administrative, bookkeeping, and general office support. This position offers flexible scheduling and could become a hybrid work environment, allowing work to be completed both remotely and in the office as needed.

The ideal candidate will have experience with QuickBooks, strong organizational skills, and the ability to manage multiple priorities while maintaining confidentiality. Experience working with nonprofit organizations and knowledge of grant applications and grant reporting is highly desirable.

Essential Duties and Responsibilities

- Provide administrative support to the Executive Director and staff.
- Maintain financial records and perform basic bookkeeping functions using QuickBooks.
- Process invoices, track expenses, and assist with account reconciliation.
- Assist with payroll preparation and financial documentation.
- Prepare correspondence, reports, spreadsheets, and meeting materials.
- Maintain electronic and paper filing systems.

- Assist with donor, grant, and fundraising record management.
- Support grant application preparation, reporting, and tracking deadlines.
- Assist with data entry and database management.
- Coordinate office supplies and administrative needs.
- Schedule meetings and maintain calendars as requested.
- Answer and respond to emails, phone calls, and general inquiries.
- Perform other administrative duties as assigned.

Qualifications

Required Qualifications

- High school diploma or equivalent.
- Minimum of two years of administrative office experience.
- Working knowledge of QuickBooks.
- Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently and manage time effectively.
- Ability to maintain confidentiality and handle sensitive information.

Preferred Qualifications

- Associate's degree in business, accounting, nonprofit management, or a related field.
- Experience working in a nonprofit organization.
- Knowledge of grant applications, grant reporting, and grant management.
- Experience with donor databases or nonprofit software systems.
- Basic accounting or bookkeeping experience.

Work Environment

The successful candidate will work RICAC office as needed for meetings, administrative functions, and organizational support.

Equal Opportunity Employer

The Rock Island County Children's Advocacy Center is an Equal Opportunity Employer and is committed to creating an inclusive workplace that values diversity and respect for all individuals.