

The Highline Hotel

HR/Accounting Administrative Assistant

Reports to: General Manager

General Summary:

The HR/Accounting Administrative Assistant –has primary responsibility for ensuring the provision of administrative support to the organization.

The Assistant exercises considerable discretion, handling items of a highly confidential nature, able to prioritize differing situations, and demonstrating superior administrative skills.

Essential Job Functions:

- Coordination and execution of accounts payable and accounts receivable activities, including payables entry, filing, processing receipts and Banking.
- Coordination and execution of administrative tasks related to recruitment, retention, performance management, orientation, and professional training and development.
- Executes special assignments or tasks with moderate supervision.

Major Tasks/Responsibilities:

The following are some major tasks associated with the above Essential Job Functions:

- Accounts payable duties, including coding vendor invoices/ matching invoices with purchase orders and processing for payment.
- Accounts receivables duties- including making bank deposits and processing client payments.
- Prepare expense report payments.
- Provide administrative support to the Human Resources department, including but not limited to:
 - ❖ Recruitment activities, including coordination/scheduling of candidate interviews, office visits, campus schedules, and other meetings.
 - ❖ Tracking, recording, and reporting of professionals' Continuing Professional education (CPE) requirements.
 - ❖ Orientation preparation, meeting scheduling, and event planning assistance.
 - ❖ Copying, filing, and other maintenance activities with regard to personnel files.
 - ❖ Special HR projects and administrative tasks/reports.
- Various administrative tasks, including mailings, typing correspondence, report preparation, faxing, etc.
- Perform document preparation and management, including employment packages and candidate status letters, which involve formatting and editing letters, reports, and all other correspondence from the draft stage to client-ready work.
- Consistently meet established deadlines, ensuring that work/processes are complete and adequate time is provided for review, where needed.
- Understand and utilize firm-standard technical equipment, including MS Word, Excel, PowerPoint, and other relevant software.
- Navigate the internet and use technical equipment appropriately.
- Provide audit oversight on Hotel rooms, event AR's, Hotel inventory, current deposits, event income reconciliation and key control.
- Identify, purchase and maintain hotel office supplies and equipment

Minimum Job Qualifications:

- Associates Degree, in Business/Management or related field.
- **Minimum of 3+ years of previous administrative and bookkeeping experience required for consideration.**
- Exceptional verbal and written communication skills.
- Intermediate to advanced proficiency in MS Word, Excel, and PowerPoint.
- Excellent interpersonal skills, attention to detail and strong organizational skills, especially in a fast-paced, deadline-oriented environment.
- Ability to organize and prioritize numerous tasks and complete them under time constraints; strong organizational skills.
- Demonstrate responsiveness, tact, diplomacy, good judgment, and confidentiality in communications with all levels of personnel, clients, and outside vendors.
- Demonstrated success in problem solving with an emphasis on customer satisfaction.

Position Offers:

- Competitive Salary
- Growth Potential
- Health and Dental Insurance
- Paid Vacation

Disclaimer:

The above is intended to describe the general contents of, and requirements for, the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.