**JOB DESCRIPTION**

**Administrative/Finance Assistant**

**ABOUT A+ College Ready:**

A+ College Ready is an education non-profit and a program of the A+ Education Partnership. A+ College Ready is beginning its fourteenth year of work in Alabama operating with a $9 million annual budget. A+ College Ready has a staff of seventeen motivated education and administrative professionals with the mission of partnering with middle and high schools in order to raise academic standards to increase student achievement. A+ College Ready offers middle and high schools the opportunity to voluntarily participate in a three-year grant program offering teacher and administrator training and support, equipment, materials, and supplies for the teachers/schools, academic goal setting, and financial incentives for teachers and students. Read more about our work on our website, www.aplusala.org/college-ready

**Administrative/Finance Assistant Duties:**

* Assist Finance Director
  + Reviewing invoices for approval
  + Mailing invoices and checks
  + Filing documentation
  + Other duties as assigned
* Manage the purchase of equipment, materials, and supplies for program schools maintain accurate records associated with equipment procurement (NOTE: Approximately $1 million of equipment purchases annually)
* Manage the purchase of office supplies for the A+ College Ready team
* Support the planning and implementation of training events
  + Support the work of the Logistics Director
  + Order marketing supplies for training events
  + Attend training events and help with registration, lunch, and other duties as assigned
  + Award professional development credit for educators attending A+ College Ready events
  + Other duties as assigned
* Assist with distribution and collection of school/district forms
* Perform general office duties: making copies, answering the phone, organizing training materials, and performing other duties as asked
* Support Special Projects
* Other duties as assigned

**Applicant must:**

Be proficient with Microsoft Office products; comfortable with Microsoft Excel

Be familiar with the Google Suite of products (Docs, Sheets, Forms) prefer some experience

Be able to communicate, in both written and verbal modalities, clearly and accurately

Be able to work proactively and independently and positively contribute to a collaborative team

Be able to travel as needed to training events; several require overnight stays

Have reliable transportation

**Salary: $36,000**

**Start Date**: Immediately

**Job Location:** Montgomery, AL

**Benefits:** Blue Cross Blue Shield insurance provided for employee (family coverage available at a cost)

Two weeks paid vacation in first year, prorated based on date of hire; three weeks beginning year two

Funded participation in 401-K plan after year one

Position reports to VP of Academic Affairs and/or VP of Operations

Interested parties need to send a cover letter and resume to resumes@aplusala.org