

Bethlehem Inn Job Description

Job Title: Executive Assistant
Department: Administration
FLSA Status: Exempt
Reports To: Executive Director
Prepared By: Executive Director
Prepared Date: 02/02/26

Mission:

Founded in 1999, Bethlehem Inn is a community supported emergency shelter committed to providing a safe, secure and accountable environment for residents to meet basic needs and connect to community resources. Our goal is to support single adults and families in making life-affirming choices and measurable progress towards self-sufficiency. Bethlehem Inn provides emergency access to shelter and food in a safe, secure environment.

The primary responsibility for any staff member is the safety and security of the facility, staff, residents and volunteers, while providing emergency shelter and food. This requires the flexibility of all staff members to adjust to and respond accordingly to immediate issues of concern, whether identified by another staff member, resident or outside representative. Teamwork and open communication between staff is essential in the success of the Bethlehem Inn, its residents, staff, and volunteers. This promotes a healthy and fulfilling work environment.

Position Summary:

Working closely with Executive Director, managing tasks small and large, open-ended or specific, doing research to find the best deals, answering emails and client service, logistics for meetings, events, including online/virtual meetings, coordinating mailing/shipping, setting up and managing project plans. Accurately and timely performs bookkeeping and payroll functions for the organization. Excellent time management skills to juggle multiple projects, daily, weekly and monthly deadlines, and an always changing assortment of time sensitive projects.

Essential Duties & Responsibilities:

(Includes the following though other duties may be assigned)

Fiscal Management:

- Assists in the financial affairs of the organization to ensure accurate flow and management of financial records.
- Performs a variety of financial and clerical tasks to assist other management staff and the general public with accounting related activities.
- In accordance with generally accepted accounting principles and procedures, maintains a general accounting and financial records system for the organization.
- Processes requisitions, payments, receipts and other necessary accounting activities, which may include accounts receivable and payable, bank deposits.
- Accurately tracking and timely submission of restricted grant programs with funders

Administrative, Human Resources and Compliance

- Acts with the highest ethical standards, treating others fairly & with respect.
- Completes payroll hours and information for processing semi-monthly; monitors, reports and alerts staff regarding Earned Leave and holidays;

- Works with management team to provide administrative support and complete regular and special projects.
- Works with insurance providers to ensure preferred coverage at a reasonable cost; conducts annual open enrollment.
- Administers the insurance and benefits program.
- Manages the risk management and insurance policies and coverage
- Completes and submits reports (insurance, worker's compensation, state/federal taxes, etc.) in a timely fashion
- Works directly with Executive Director to assist in ensuring organizational policies are in compliance with regulations and/or grant funding.
- Maintains timely reporting and filing human resources forms in personnel files and required regulatory submissions.
- Assists in preparation of various monthly reports for all departments for the board meetings in preparation of the board packet.
- Documents and maintains a record of all board meetings.
- Maintains accurate and legal compliance according to Bureau of Labor and Industry
 - Ensures the organization maintains required postings
 - Employee handbook is updated as needed
 - Maintains and updates Human Resource policies in compliance with regulations
- Responds to unemployment claims in a timely manner.

Reporting and Grant work

- Accurately tracks the allocation of restricted funding from designated sources;
- Prepares necessary financial information for grant submissions or reports as requested by Director of Philanthropy;
- Assists in donor data and accounting reconciliation.

Professionalism

- Demonstrates capacity to serve diverse people in a culturally sensitive and non-discriminatory manner.
- Sets and models high standards of honesty, integrity, and ethical behavior;
- Acts with a sense of reasoned urgency;
- Is adaptable and flexible and deals effectively with uncertainty;
- Represents self well with both internal and external customers in day-to-day interactions;
- Demonstrates effective and professional written and interpersonal communications skills;
- Deals effectively with conflict and works toward positive resolution; and
- Instills positive optimistic attitude in the staff and communicates a sense of mission to team.

Minimum Qualifications:

(Qualifications applicant must possess in order to be considered for the position; possible exception if an applicant possesses appropriate substitute qualifications)

- At least five years experience in QuickBooks preferred.
- Demonstrated ability to work independently. Ability to appropriately assess a situation and take corrective action as necessary.
- Knowledge of services available to low-income and homeless persons in Deschutes County through Bethlehem Inn and other agencies or the demonstrated ability to obtain such knowledge and connect to community partners.
- Ability to write and speak clearly and concisely.

- High degree of discretion/excellent judgment.
- Continuing education in OR-OSHA, software, non-profit bookkeeping

Preferred Qualifications:

(Qualifications which are desired in applicants, however applicants without these qualifications will not necessarily be excluded from consideration if they possess minimum qualifications.)

- Bachelor's degree in related field and experience in social services preferred.

Physical Demands:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to lift up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.

Work Environment:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work environment can be unpredictable depending on the time of day and resident activity. The Bethlehem Inn is a fluid environment and a successful applicant should have the ability to think quickly on their feet and act with patience and compassion with both residents and donors. Our residents are people with challenging needs often coming from chaotic circumstances. It is important for all staff to provide an environment of certainty and calm in what can sometimes be confusing situations. Volunteers and donors participate in varying degrees at the Bethlehem Inn and the ability to identify if their needs are being met is imperative. Creating timely resolutions to donor and volunteer concerns (including staff concerns regarding volunteers and donors), as well as needed acknowledgement, while working with the Community/Volunteer Coordinator is of utmost importance for the longevity of the Inn.
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