

# Nevada Affordable Housing Assistance Corporation

---

## JOB DESCRIPTION

---

**POSITION TITLE:** Administrator      **CLASSIFICATION/STATUS:** Exempt / Salary

---

**REPORTING RELATIONSHIP:** CEO/COO

---

**POSITION SUMMARY:** Administrator responsibilities focus on managing a variety of administrative and Human Resources duties/projects and general office activities, including overseeing general clerical and administrative support to the organization. Payroll responsibilities focus on overseeing and managing the entire payroll process. This includes analyzing, preparing, and inputting payroll data to produce accurate and timely payroll, while ensuring compliance with all applicable state and federal wage and hour laws.

---

### RESPONSIBILITIES AND DUTIES:

#### General

1. Analyze and oversee office operations and procedures in areas such as personnel and information management, filing systems, inventory and requisition of supplies and other clerical services. Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records.
2. Research and develop resources that create timely and efficient workflow.
3. May operate in the capacity of Secretary to the Board of Directors. Schedule and attend all Board Meetings. Draft Board Agendas and compile Board meeting materials. Take and draft Board meeting minutes.
4. Maximize office productivity through proficient use of appropriate software applications.
5. Draft organizational policies and procedures; and make recommendations for changes as required.
6. Assist with the coordination and preparation for compliance reviews.
7. Maintain valid business insurance policies. Facilitate proper completion of required insurance applications; Requests and reviews quotes in a timely manner, secure CEO/COO and Board approval and request to bind approved coverage. Review policies for accuracy and verify payment.
8. Manage and maintain schedules, meetings, appointments, and travel arrangements.
9. Assist with preparation for compliance Reviews, US Treasury reports and other required reports and audits.
10. Resolve escalated issues, coordinating with other departments as appropriate.
11. Work independently within guidelines.
12. Research, interpret and ensure compliance with federal, state and local legal requirements and employment laws by keeping apprised of existing and new legislation.
13. Supervision of Administrative Assistant to include coordination of administrative and office tasks.
14. May be called upon to perform other business-related duties and to assist in other areas of the organization as required.

#### Payroll

1. Oversee the payroll process to ensure the timely, complete, and accurate preparation of payroll; otherwise ensures full compliance with federal and state payroll requirements.
2. Compile information to prepare payroll, complete reports, maintain records, and pay employees.
3. Pay employees by directing the production and issuance of paychecks or electronic transfers to bank accounts including the preparation of all necessary reports and balancing payroll accounts by resolving any payroll discrepancies.
4. Prepare and maintain paid time off records and reports.
5. Update payroll records with changes in exemptions, insurance deductions, job titles, new hires, and terminations as applicable.
6. Maintain employee confidence and protect payroll operations by keeping information confidential.

# Nevada Affordable Housing Assistance Corporation

## HR

1. Handle benefit administration, enrollment, and termination for all employees, including medical, dental, vision, Short Term Disability (STD), Long Term Disability (LTD), and insurance programs. Create, modify, and update reports, such as staffing, termination, conversion of temporary workers to regular employees, requisition, and other reports as needed.
2. Provide various forms of employee communication pertaining to, but not limited to, the areas of employment, benefits, compensation, employee relations, employee assistance, engagement or other subjects in support of the organization's and/or human resources' objectives.
3. Collaborate with department managers and CEO/COO to understand skills and competencies required for position openings. Facilitate the hiring of qualified job applicants. Recruit potential candidates and schedules interviews. Create and updates job descriptions.
4. Prepare and deliver employment offer letters; Conduct or acquire background checks, reference checks, screenings and employee eligibility verifications.
5. Implement new hire orientation, complete and process new hire onboarding paperwork, and implement and execute employee recognition programs.
6. At direction of CEO/COO meet with managers to discuss employee performance and/or management issues. Responsible for training and development. Consult with CEO/COO regarding recommendations on appropriate level of discipline and reviews and edits written warnings as directed and participates in the delivery of employee disciplinary actions.
7. Design/redesign and create various HR-related forms, documents, and charts.

**The duties and responsibilities described above may provide only a partial description of this position. This is not an exhaustive list of all aspects of the job. Other duties and responsibilities not outlined in this document may be added as necessary or desirable, with or without notice. In the performance of all job duties, the employee is expected to exercise significant discretion and independent judgment with respect to matters of significance within the organization. All job duties performed are expected to be office and non-manual work that directly relates to and improves the management and general business operations of the organization.**

---

## **QUALIFICATIONS AND REQUIREMENTS:**

1. Associate's degree or higher preferred. Minimum of one year experience in roles affiliated with human resources and payroll management.
  2. Possess high level skills using personal computer applications such as Microsoft Office, payroll, and time and attendance software.
  3. Strong analytical and problem-solving skills; ability to identify, analyze and resolve issues in a timely manner.
  4. Excellent interpersonal skills. Ability to effectively interact with board members; oversight agencies (U.S. Department of the Treasury, Nevada Department of Business and Industry, Nevada Housing Division); elected officials; servicers, business partners and other stakeholders; other nonprofit agencies, NAHAC management and staff at all levels; homeowners; and the general public.
  5. Ability to exercise independent judgment and make sound business decisions.
  6. Well-developed ability to manage multiple tasks/projects and deadlines simultaneously.
  7. Strong organizational skills and detail orientation.
  8. Strong verbal and written communication skills.
  9. Ability to maintain strict confidentiality and discretion.
- 

## **PHYSICAL DEMANDS:**

The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

1. The individual is required to regularly sit at a computer and enter data for extended periods of time.
2. The individual is required to listen and talk to individuals and before groups in the performance of the job.

## Nevada Affordable Housing Assistance Corporation

3. The individual is regularly called upon to deal with stressful situations and a high work volume.
4. The individual is regularly required to stand, walk and drive for extended periods of time.
5. The individual is occasionally required to bend, stretch and use hands to handle or feel objects, tools or controls and to reach with hands and arms.
6. The individual is occasionally required to lift up to 25 lbs.
7. Position requires some travel and scheduling flexibility.

---

### JOB DESCRIPTION ACKNOWLEDGMENT:

I have received a copy of my job description dated \_\_\_\_\_. The job description describes duties and responsibilities which apply to me. I agree to read the job description and understand it may be amended as organizational conditions or requirements necessitate. In that case, changes will be communicated to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

**Please keep a copy for your records**

---