

Administrative & Operations Assistant
Global HIV Vaccine Enterprise, New York, NY

Job Description

The Global HIV Vaccine Enterprise seeks a full-time Administrative & Operations Assistant to work in our New York office in lower Manhattan. The Administrative & Operations Assistant acts as a resource hub for a small dedicated team, and works closely with the Operations Officer to provide a wide range of administrative and accounts payable support.

This position is an excellent opportunity for a proactive, reliable and resourceful administrative assistant with top-notch office skills, honed organizational capabilities, and basic financial experience to get an overview of nonprofit operations.

Responsibilities

- Familiarity with internal accounting structure to ensure proper coding and processing of invoices using online accounting platforms (Bill.com, Intaact)
- Collect, code and submit receipts on a monthly basis for multiple corporate cards
- Work with the Operations Officer and the Enterprise's outside accountant to ensure proper handling of invoices and documents for monthly, quarterly and yearly financial closing
- Collect and distribute mail, record incoming checks for accountant, and perform periodic bank deposits
- Provide assistance to the Operations Officer, Grants and Budget Manager, and the Enterprise's outside consultant with tasks related to annual audit, Form 990 submission and reporting to Enterprise's grantors
- Heavy travel planning for staff, including international destinations
- Maintain a consistent stock of Enterprise office supplies and equipment
- Coordinate scheduling of Enterprise internal meetings, including the meetings of the Board of Directors and its various committees, taking minutes of meetings as needed
- Manage existing contact database for the Enterprise, with the opportunity to improve and develop it based on departmental needs
- Maintain an organized cloud-based storage system of programmatic materials, board documents, communications and operational documents
- Manage domestic and international mailings when needed
- Help prepare presentations for internal and external meetings as needed

Qualifications

- Bachelor's degree required, with a minimum of 3-5 years of experience assisting a finance officer, C-suite executive, or a small team
- Experience setting priorities and meeting deadlines while balancing the needs of providing support for multiple individuals

- Experience establishing organizational systems to improve efficiency and functioning in a changing environment
- Demonstrated experience using and proficiency with MS Office programs, particularly Word, Outlook, Excel, and PowerPoint
- Excellent oral and written communication skills in an environment requiring diplomacy and good judgment in managing interactions with domestic and international partners at all levels of an organization and in government agencies
- A balanced and even-handed disposition; a “can-do” attitude; a candid and flexible style
- Experience offering creative and resourceful solutions when faced with new or ongoing issues
- An understanding of and commitment to the mission of the Enterprise
- The highest personal and professional integrity combined with a sense of humor and an appreciation for cultural diversity

How to Apply

Please send cover letter, curriculum vitae/resume, plus any supporting information or inquiries to jobs@vaccineenterprise.org (no calls please). Please note that any submissions without cover letters will not be considered.

About the Global HIV Vaccine Enterprise

The Global HIV Vaccine Enterprise is an alliance of independent organizations committed to accelerating the development of HIV vaccines. The Enterprise plays a strategic role in this broad community of researchers, advocacy and policy leaders, community groups, governments, funders and multilateral/international agencies.

The Enterprise also oversees the highly successful biennial HIV Research for Prevention conference, the world's first and only scientific meeting dedicated exclusively to all biomedical HIV prevention research. For further information and examples of Enterprise projects and activities, visit vaccineenterprise.org.

The Global HIV Vaccine Enterprise is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or any other characteristics protected by applicable law. The Enterprise provides a generous benefit package and salary commensurate with experience.