

# Position: Administrative Assistant

Location: New York, NY, In-Person

Social Accountability International (SAI) is a global non-governmental organization working to advance human rights for workers around the world. SAI's vision is of decent work everywhere—sustained by an understanding that socially responsible workplaces benefit business while securing fundamental human rights. SAI empowers workers and managers at all levels of businesses and supply chains through social standards and guidance, training and capacity-building programs, and convening partnerships that drive dialogue and consensus-based solutions. For more information about SAI, visit our website at <https://sa-intl.org>.

## Position Overview

SAI is seeking an Administrative Assistant reporting to the Finance & Administrative Manager, who reports to the Chief Financial Officer. This position is full time and based in our New York City office. The qualified individual will be responsible for financial, administrative, and operational projects across different departments and programs. The position requires heavily use of Microsoft's Office Suite (Excel, Word and Outlook), Quickbooks accounting software, and other platforms.

The successful candidate must be committed to high performance standards, innovation, and continual learning. The position requires strong organizational skills, problem-solving abilities, ownership and accountability mindset, customer service orientation, teamwork, ability to work in global contexts, and a strong interest in SAI's mission.

## Responsibilities

### Finance

- Invoicing
  - Fulfilling invoicing requests across departments, creating invoices, and sending invoices to appropriate customers
  - Creating and maintaining spreadsheets to track invoice aging and collections
  - Updating customer payment status on multiple platforms
  - Maintaining positive customer service with clients
- Time and expense management
  - Conducting first review of time expense submissions to check adherence to policies
  - Supporting staff with submissions and troubleshooting issues with platforms
- Accounts Payable
  - Uploading vendor invoices to our system
  - Monitoring internal payables e-mail
  - Supporting vendor communications

### Executive Support

- Supporting the CEO and CFO (and other executive team members as needed) in a variety of administrative tasks, including:
  - Scheduling meetings, both internal and external
  - Coordinating travel, including visa or immigration documentation

- Routine correspondence as directed
- Compiling expenses and creation of expense reports
  - File expenses to facilitate future retrieval
  - Assist with record management for grants and special projects
- Timekeeping and timesheet reporting
- Other support as needed

#### **Administration/Operations**

- Ordering office supplies from approved SAI vendors
- Answering the main telephone line and transferring calls appropriately
- Monitoring the organization's main e-mail account and responding to general inquiries
- Ordering catering for meetings when necessary
- Placing repair requests with the building when necessary
- Supporting staff and vendor trainings on SAI finance and administrative policies and procedures
- General office upkeep
- Other administrative tasks as needed

## Qualifications

- One year of relevant accounting or bookkeeping experience preferred.
- Demonstrated record of successful contributions to a company or organization.
- Fluency and experience in Microsoft Office Suite.
- Experience with Quickbooks preferred.

## Application

To be considered for this position, candidates must submit both a resume and cover letter to [recruits@sa-intl.org](mailto:recruits@sa-intl.org) with the subject line "Administrative Assistant".

SAI is an equal opportunity employer. Diversity makes us stronger and we are committed to creating an inclusive environment for all employees.