

LUTHERAN SERVICES FLORIDA, INC.

# JOB

# OPPORTUNITIES

The following position is currently open. If you would like to apply for an opening listed, please submit a memo with a resume stating your qualifications. Your resume must be received within five (5) business days. Non-exempt employees must have six (6) months tenure and exempt employees must have one (1) year tenure in current position to be eligible for posting. Lutheran Services Florida is an Equal Opportunity Employer. Drug Free Workplace.

| POSITION  | PROGRAM/<br>DIVISION                            | FT/PT<br>E/NE | EDUC./EXP.<br>REQUIREMENTS  | RESPONSIBILITIES  | STARTING<br>PAY |
|---|---|---------------|---|---|-----------------|
| <b>ADMINISTRATIVE ASSISTANT I</b><br><br>Contact:<br>Lourdes Mesias<br>lmesias@lsfnet.org<br><br>JPR 2302,<br>PAF 22786, Pos 5176 | <b>RESETTLEMENT SERVICES – Tampa Bay Region</b> | FT/NE         | -High School Diploma or GED<br><br>-3-5 years in office environment,<br><br>-Banking/accounting knowledge is a plus<br><br>-Bilingual English/Spanish required<br>-Additional refugee languages an asset<br>-Good verbal and written skills in English<br>-Strong computer skills<br>-Good accounting skills<br>-Ability to use discretion and respect confidentiality<br>-Well organized<br>-Able to related and work well with people from other cultures | -Schedule appointments, meetings and conferences<br><br>-Takes and distributes minutes for the monthly staff meetings<br>-Composes memoranda, correspondence, generates billings, and reports independently<br>-Prepares all DPVs, Payroll Hour Report and all other required LSF forms for supervisor's signature<br>-Maintains an efficient filing system of all reports<br>-Distributes correspondence to all staff<br>-Works of special projects with minimal supervision | <b>\$21,362</b> |