



**Position:** Administrative Assistant - Tucson  
**Reports to:** Administrative Director  
**Status:** Full time, 30 hrs. /wk. non-exempt

**Location:** Tucson, AZ  
**Start Date:** April 2018  
**Grade:** 2A (\$14-\$17 per hour)

**Position Summary:**

Provides general administrative assistance for the daily operations of the Tucson Office of Arizona Conservation Corps (AZCC), Conservation Corps New Mexico (CCNM) and the administrative staff of Conservation Legacy.

**Arizona Conservation Corps**

Arizona Conservation Corps (AZCC), a program of Conservation Legacy, operates conservation service programs across Arizona that empower individuals to positively impact their lives, their communities and the environment. AZCC's crews are supported from operational bases in Tucson, Flagstaff, and the White Mountains and provide opportunities for young adults and recent era military veterans to complete natural resource management projects either as part of a crew or as an individual placement.

**Conservation Corps New Mexico**

Conservation Corps New Mexico (CCNM) provides youth and young adult opportunities to complete conservation projects on public lands in southern New Mexico and is based in Las Cruces. CCNM is operationally supported by Arizona Conservation Corps staff, primarily out of the Tucson office.

**Essential Responsibilities and Functions:**

***Accounting***

- Assist with accounts payable process which includes coding, obtaining proper approval and ensuring payments are made on time.
- Assist with the management of petty cash, which includes obtaining proper approvals and ensuring Conservation Legacy Manual procedures are followed. Responsible for bi-monthly reconciliation and communications with Support Staff regarding petty cash reconciliations with the organizations books.
- Responsible for the administration and training of staff and crew leaders on visa reconciliation including collecting monthly reconciliations from cardholders and verifying accuracy and completeness. Tracks lost / non- itemized receipts including payroll deductions when needed, followed by monthly communications with support staff in process of visa reconciliations.
- Maintain inventory of active and canceled credit cards.
- Maintain accurate accounting files and records.

***Payroll and Human Resources:***

- Assist with setting up seasonal staff, participant employees and AmeriCorps members in payroll software.
- Create payroll summaries, obtain proper approvals and process payroll documentation in an accurate and timely manner.
- Process E-Verify for seasonal staff and members.
- Assist with background checks, fingerprinting and update systems once results are received.

- Assist in maintaining accurate HR and AmeriCorps files and records throughout the employee and members' participation in AZCC (Tucson office) and CCNM programs.

***Field Operations Support:***

- Process Workers Compensation claims.
- Create and maintain crew rosters for AZCC (Tucson Office) and CCNM programs.
- Create and update crew timesheets on crew laptops in Tucson office.

***General Office:***

- Maintain adequate supply of office and copier supplies and related materials.
- Assist in ensuring that office technology and equipment is in working order and assist in coordinating timely maintenance of office equipment.
- Maintain and update office equipment inventory as needed.

***Other:***

- Perform a variety of other administrative duties as required to ensure efficient office operations in the Tucson Office.
- Participate in staff meetings and other collaborative team meetings as needed.
- Establish and maintain effective working relationships with employees, other agencies and the public.
- Be willing to work a flexible schedule, including some nights and weekends.

***Physical Requirements:***

To successfully perform essential functions the Administrative Assistant is required to sit, stand, walk, speak and hear. The Administrative Assistant may be required to climb, balance, stoop, kneel, crouch or crawl on an infrequent basis. He/she must be able to operate office equipment, telephone, and computer and reach with hands and arms. The ability to drive an AZCC vehicle is also required. Travel may be required. Reasonable accommodations may be made for qualified individuals with disabilities to perform the essential functions.

***Qualifications:***

- High school diploma and Associates Degree or equivalent experience preferred.
- Flexible, adaptable and capable in a fluid, changing work environment.
- 2-4 years recent experience as an Administrative, Accounting Clerk or HR Assistant or previous experience with a Corps
- Proficient in Microsoft Office Suite ( Word, Excel, Outlook) and other technology
- Outstanding organizational and time management skills and ability to prioritize
- Self-motivated, decisive and is highly organized and prepared for working in an office setting.
- Must be able to pass Conservation Legacy Criminal History Checks
- Valid Arizona Driver's License, insurable driving record and acceptable background check.

***To Apply:***

Please send a letter of interest and resume to Celia Sanchez, AZCC Administrative Director, at [celia@conservationlegacy.org](mailto:celia@conservationlegacy.org).

Review of application materials will begin as soon as they are received. Position will remain open until filled and is subject to closure without notice.