



## **Administrative Assistant**

**Location: San Francisco/Remote\***

### **What You Will Be Doing**

You are a jack of all trades who works with everyone in the Agency to get things done. You will assist the Accounting Department with payroll, AP/AR, and client invoicing, you will assist Human Resources with onboarding and offboarding of employees, you will assist the CEO with reports, correspondence, and special projects, you will support the SF Office by ensuring equipment is in good working order and the office is stocked and ready for visitors and you will support Project Teams with any administrative requests. You will communicate with vendors, liaise with the property manager, and help solve problems.

### **Who You Are**

You will bring a "can do" attitude and a willingness to do what it takes to get things done. You are a self-starter, someone who takes initiative, works well independently and as part of a team, and approaches most everything with a customer service mindset. You have strong communication skills both verbally and in written form, you build relationships easily, and have a strong work ethic. You are a planner, you have strong organizational and time management skills, you are a master at prioritizing, and have keen attention to detail and accuracy. You have strong problem-solving skills like doing research and enjoy finding that last piece to the puzzle. You are flexible and adaptable; you can pivot quickly without reservation and are driven to meet all your deadlines while holding information confidential.

### **Key Responsibilities**

- Managing Gmail accounts and drive (set up, access, deletions, etc.)
- Maintaining electronic and hard copy filing system
- Retrieving documents from the filing system
- Handling requests for information and data
- Resolving administrative problems and inquiries
- Preparing written responses to routine inquiries on behalf of the company and CEO
- Preparing and modifying documents including correspondence, reports, drafts, memos, and emails
- Scheduling and coordinating meetings, appointments, and travel arrangements for managers or supervisors
- Maintaining office supply inventories and any incoming mail
- Coordinating maintenance of office equipment
- Assisting Accounting Department with A/P, A/R, and invoicing
- Assisting with filing, data entry, and basic QuickBooks operations
- Prepare reports as requested
- Helping process payroll and track benefits and time off

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- Reconciling invoices and identifying discrepancies
- Reviewing and maintaining the company's certification binder
- Adding and setting up all accounts (payroll, benefits tracking, timekeeping, project management, etc.) for onboarding employees and closing accounts during offboarding employee process
- Entering new staff, new projects, billing rates into our tracking system (Mavenlink), reconcile with billing rate tracker, control access and more
- Assisting with maintaining and organizing various company software
- Tracking and maintaining a report for bill rates
- Updating a budget summary sheet for the company to track expenses
- Maintaining, organizing, and updating client files
- Managing subscriptions and licenses (zoom, adobe, etc.)
- Executing special projects as requested

### **Education and Experience**

- AA degree or higher, BA/BS in Accounting, Business, Human Resources a plus!
- At least 2+ years of experience working in a full-time administrative role in a fast-paced office/department
- 1+ years of experience working as part of an accounting department/team (strongly preferred)
- Proficient with Microsoft Office Suite (preferably in a MAC environment) especially Word and Excel
- Knowledge of clerical and administrative procedures and systems such as filing and record-keeping
- Knowledge of accounting principles and practices (a plus)
- Proficiency with Quickbooks (a plus)

### **About Us**

D&A Communications is an equity-first communications agency creating meaningful and lasting social change for 25 years. We are devoted to bridging the needs of diverse communities and our client's goals through integrated communications, authentic engagement, and public participation programs that create real-world transformation. Our mission is to build human connections and empower all people to make a transformative change that elevates our communities, creating a more just and equitable society.

At D&A Communications, we believe in transparency and open communication. We value everyone's feedback, creativity, and innovative thinking. We are an eclectic team of self-motivated warriors working together to impact our community positively. Our goal is to grow and develop all our team members to their fullest potential. The common thread that ties us all together is our passion for making a difference.

### **About Our Culture**

We encourage your ideas and input, and as an equity-first agency, your voice and lived experience make a significant impact both internally and on the communities we serve. We believe in work/life balance

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and are constantly evolving to meet the ever-changing needs of our employees and our community. We champion making space for our team members to have the freedom to openly and actively contribute their diverse perspectives. We believe that people work best in an environment where they are recognized for their efforts and respected as individuals. We work collaboratively as a team. We measure our success against our values:

**Grit** - We get s##t done

**Courage** - We are brave and daring

**Intentional** - We are committed to meaningful work

**Fluency** - We are experts in the language of Communications

**Impact** - We believe in doing good by doing better

**Resilient** - We are quick to respond and recover with optimism and conviction

**Creative** - We believe in bold, future-focused ideas

We foster a hardworking, energetic, passionate, creative, and remote-first culture. D&A also promotes a dynamic working environment, offering full-time jobs with no travel requirements and optional remote flexibility. Eligible employees also receive a comprehensive benefits package and competitive compensation that includes medical, dental, and health benefits and LTD, STD, ADD/Life. Benefits include vacation and sick time, holidays, a 401(k) matched by D&A, a professional development stipend, and a monthly phone/internet reimbursement. We strongly believe in and gladly support investing in our employees, their health and well-being, future retirement, and professional development.

### **Application Process: Join Us and Be a Part of Something That Matters**

Please submit a cover letter, resume, salary requirements, and other necessary information (i.e., link to your portfolio or writing samples) to [hr@davis-pr.com](mailto:hr@davis-pr.com). Please include the position you are applying for in the email subject line. No faxed applications will be accepted. Please no phone calls.