[](http://www.sdflc.org/)

**Executive Assistant**

DebtWave Credit Counseling is looking for an extremely talented Executive Assistant who will work directly with the Executive Director and Director of Human Resources.

The candidate must have the following qualifications:

* Extremely organized and sharp attention to detail
* Ability to meet deadlines
* Proficient in Microsoft Office (Word and Excel), Abode Acrobat
* 3+ years as Executive Assistant, Office Manager or similar position
* Ability to learn new computer software (Tableau, Credit Soft, Trello)
* Strong written and verbal communication
* Positive attitude
* Strong work ethic
* Energetic and upbeat

As an Executive Assistant, you will be assisting with numerous tasks related to:

* State Licensing Renewals and Examinations
* Payment Processing
* Customer Service
* Human Resources
* Accounting
* Financial Audits
* Internal Audits
* Grant Writing
* Community Outreach

Duties

* Filling out annual applications or renewal forms for states and creditors
* Taking inventory and ordering office supplies
* Answering overflow phone calls
* Opening mail and delivering to the appropriate personnel
* Generating client correspondence via mail and email (includes scanning, printing, etc.)
* Conduct research for special projects
* Conduct internal ISO audits

DebtWave is an accredited nonprofit organization, and has been in business for over 14 years, helping people nationwide develop financial literacy skills, and get out of credit card debt! We have an A+ rating by the BBB, and have partnered with local schools and some military organizations. We help teach financial literacy through one on one counseling sessions, a debt management program and community outreach programs throughout the county.

Benefits Include:

• Comprehensive medical and dental

• 401(k) Retirement Plan with generous company match

• Paid Vacation and Sick Time

• Paid Holidays

• Business Casual Dress

Pay Depends on Experience $15 - $22 per hour. Shift is 8am-5pm or 7am-4pm, Monday through Friday.

Please attach resume to your email to [info@sdflc.org](mailto:info@sdflc.org) and explain in content of email why you think you are an awesome candidate for this position.

Please note: ALL candidates will be subject to a background check which may include criminal history, employment verification, and reference check. Due to the nature of the job, we will not consider any candidates with felony/misdemeanor convictions related to theft, forgery, fraud, bribery, etc. Please do not apply if you have a felony/misdemeanor conviction as listed above.