



POSITION ANNOUNCEMENT

Position: Administrative Assistant, The Wilfrid
Reports to: Program Director
Function: Provides Administrative and Fiscal support.
Location: Bronx, NY

Tasks:

- Collects rents & fees, maintains client finance ledgers and pays client allowances.
- Assists director in arranging for building maintenance/repair.
- Maintains petty cash account.
- Assists Director with staff scheduling.
- Maintains staff time records.
- Responsible for monthly reports, records, client attendance and billing.
- Handles certain bookkeeping functions.
- Conducts program banking.
- Receives and distributes mail/deliveries.
- General office management including maintenance of equipment, inventory and procurement of office supplies.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

Qualifications: High school diploma and two years progressively responsible secretarial experience.

Salary: \$40,721 plus Generous Benefits Package

Email a resume, cover letter and contact information for 3 professional references to:

Sharon Royer
Director, Human Resources and Information Management
Email: jobs@acmhny.org

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