



## POSITION ANNOUNCEMENT

Position: Administrative Manager, Ana's House and BSA  
Reports To: Program Director  
Function: Provides administrative and fiscal support.  
Location: Bronx

### Tasks:

- Maintains client accounts and distributes funds to case managers.
- Maintains client census and attendance records.
- Prepares monthly Medicaid billing certification and enters data for billing.
- Tracks preparation of client assessment and case management plans and prepares weekly and monthly program outcomes reports.
- Maintains petty cash account.
- Maintains staff time records.
- 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.
- Liaison with landlord for maintenance and repair.
- Coordinates and assists in the supervision of outside contractors.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

### Qualifications:

High School diploma and at least two years of progressively responsible administrative and/or general accounting experience. Associates degree in business or accounting preferred. Mastery of basic accounting. Proficient in Excel, MS Office and Outlook. Ability to prepare reports utilizing relational data base programs. Exceptional organizational skills, attention to detail and ability to meet deadlines.

Salary: \$45,008 plus generous benefits

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](mailto:jobs@acmhny.org)

ACMH is committed to the mental and physical wellbeing of vulnerable New Yorkers and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

For more information, visit our website: <https://www.acmhny.org>