



## POSITION ANNOUNCEMENT

Position: Administrative Assistant, Safe Options Support

Reports to: Senior Director, Safe Options Support

Function: Provides administrative support to Safe Options Support (SOS) and agency staff co-located at the office location.

Tasks:

- Receives visitors and guests.
- Receives and distributes mail/deliveries.
- Inventories and orders office and program supplies.
- Maintains accounting and budget records for recipient and program expenditures.
- Maintains Client Service Dollar (CSD) accounts and distribute funds to SOS staff.
- Maintains petty cash account.
- Conducts SOS program banking.
- Handles certain bookkeeping functions.
- General office management including procurement and maintenance of equipment.
- Assists in arranging for site maintenance/repair.
- 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 experience. General knowledge of bookkeeping.

Salary: \$50,574 plus generous benefits

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

**Joshua Ayala**  
**Senior Director for Safe Options Support (SOS)**  
**Email: [JAyala@acmhny.org](mailto:JAyala@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, crisis support, and supportive housing. ACMH is committed to becoming an anti-racist organization and seeks to promote actionable change to create an intentional culture of equity at individual, interpersonal and institutional levels.

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