



POSITION ANNOUNCEMENT

Position: Administrative Manager, Markus Gardens
Reports To: Program Director, Markus Gardens
Function: Provides administrative and fiscal support.
Location: Queens

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.
- Responsible for obtaining Tenant Income Certifications.
- 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: \$55,898 plus generous benefits

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

Melissa Aguilar
Program Director, Markus Gardens SPSRO/YAA
MAguilar@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.

For more information, visit our website: www.acmhny.org