



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

ADMINISTRATIVE ASSISTANT

Job Title: Administrative Assistant
FLSA Status: Full-Time, Non-Exempt
Reports to: CEO

Job Grade: 13
Revision Date: 1/16/2024
Department: Executive

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. The Administrative Assistant at the Hastings Family YMCA intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. We are welcoming: we are open to all. We are a place where you can belong and become. We are genuine: we value you and embrace your individuality. We are hopeful: we believe in you and your potential to become a catalyst in the world. We are nurturing: we support you in your journey to develop your full potential. We are determined: above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. **Recording Transactions:** Inputting daily financial transactions into the accounting system, including sales, purchases, receipts, and payments.
2. **Accounts Payable:** Managing and processing payments to vendors, suppliers, and other creditors. Verifying and recording invoices and ensuring timely payments.
3. **Accounts Receivable:** Generating and sending customer invoices, tracking receivables, and following up on overdue payments. Recording customer payments accurately.
4. **Expense Tracking:** Monitoring and categorizing company expenses. Ensuring that expenses are properly allocated in the accounting system.
5. **Record Keeping:** Maintaining organized and up-to-date records, including personnel records, contracts, and other important documents.
6. **Data Entry:** Inputting and updating information in databases, spreadsheets, and other organizational tools.
7. **Organizational Support:** Provide support to the YMCA Leadership team as needed.
8. **Meeting Coordination:** Arranging and coordinating meetings, including scheduling, preparing agendas, and providing necessary materials.
9. **Coordinating Office Events:** Assisting in the planning and execution of office events, celebrations, or team-building activities.
10. **Communication:** Collaborating with internal teams, vendors, and clients as needed.
11. **Office Organization:** Maintaining a well-organized office environment, including filing documents, managing office supplies, and keeping common areas tidy.
12. **Confidentiality:** Ensuring the confidentiality of financial information and sensitive data.
13. **Software Proficiency:** Utilizing accounting software and other relevant tools.
14. **Performs other duties as assigned.**

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Y's values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of the team. Effectively creates and manages budgets.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Proven experience as a bookkeeper or in a similar financial/administrative role.
2. Proficient in using accounting software and MS Office suite / Google Suite.
3. Strong attention to detail and accuracy in financial data entry.
4. Excellent organizational abilities.
5. Effective communication skills, both written and verbal.
6. Ability to work independently and collaboratively in a team.
7. High level of integrity and professionalism.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

SUPERVISES: Does not supervise anyone.

SIGNATURE:

I have reviewed and understand this job description.

Employee's name

Employee's signature

Today's date: _____