

Program Administrative Assistant

The Program Administrative Assist (PAA) is a newly created position developed to provide service in support of Association grant deliverables and administrative functions.

Program Assistant Duties (approximately ½ of the time):

- Maintains the grant programs database to ensure accuracy of mailings and electronic communications.
- Assists with website content changes for grant program registration, marketing, and management.
- Assists in event planning and conference activities.
- Supports the design of materials for grant-funded workshops, trainings, and conferences.
- Attends training programs and conferences to provide support, on an as-needed basis. Occasional overnight travel will be required.
- Supports services and program development by carrying out surveys and polls using applications such as Constant Contact, Survey Monkey, Doodle polls and webinar delivery platforms.

Administrative Assistant Duties (approximately ½ of the time):

- Posts daily transactions in QuickBooks, and processes accounts payable and accounts receivable.
- Reconciles bank deposits, and tracks credit card expenditures and back-up receipts.
- Maintains the system for tracking grant expenses, agreements, receipts, and supports grant budget planning and vouchering.
- Creates and tracks invoices, checks for accuracy, and conducts follow-ups for payment.
- Maintains and updates financial information, and generates financial reports for the Executive Director (ED) and Board of Directors (BD), using QuickBooks software.
- Support the Executive Director with correspondence, scheduling meetings, and preparing for board meeting and other executive engagements.
- Performs general office duties, such as answering telephone calls, word processing, proofreading, filing, maintaining files, placing supply orders, and other duties as assigned.

Strong verbal and written skills are required. Applicants must have a strong work ethic and be able to function independently as they prioritize and complete multiple tasks on time. Previous experience providing financial support services, and an in-depth knowledge of QuickBooks is a must. Software skills include making changes/updates to websites and proficiency in Microsoft Office (Outlook, Word, Excel, and PowerPoint). Software use will also include polls, surveys, Constant Contact email marketing, and working with in the Association Database.

Educational/Experience Requirement: Minimum of an Associate's Degree in business, finance, or related field and 5 years of relevant work experience, which must include use of QuickBooks.

Hours: 9am – 5pm Monday through Friday (37.5 hours per week).

Salary & Benefits:

Salary is commensurate with education and experience. The Association has a competitive benefits package.

The Association on Aging in New York does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Please submit a letter of interest and resume to Michele Roberts, Interim Executive Director, at michele@agingny.org. This position will remain open until filled.