

Job Vacancy: Part-Time Fiscal Support Assistant

Posting Dates: 3/25/2018-4/25/2018

Anticipated Date of Hire: 6/1/2018

Under the direct supervision of the Executive Director, this position provides administrative and fiscal support for the Erie Family Center Programs and Director. In addition to purchasing and payroll, performs duties such as financial record keeping, account reconciling, coordination of meetings, obtaining supplies, coordinating direct mailings, and working on special projects. Also, answers non-routine correspondence and assembles highly confidential and sensitive information. Deals with a diverse group of staff and families. Independent judgment is required to plan, prioritize and organize diversified workload, recommends changes in office practices or procedures. This position will be between 15 and 20 hours per week.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administrative Support-

- Performs bookkeeping tasks including bill paying, check cutting, mailing checks, making deposits, invoicing, running financial reports, assisting with annual audit etc.
- Verifies, allocates, and posts details of business transactions to subsidiary accounts in QuickBooks from documents such as invoices, receipts, check stubs, and computer printouts.
- Reconciles and balances accounts.
- Assists in the preparation of the organizational budgets and expenses
- Purchase office supplies and keep storage room stocked and organized
- Prepare for Board of Directors meetings by printing agendas, minutes, and other documents
- Maintain organizational files and documents
- Preparation and filing of all federal, state and local taxes, renewals, insurances, and reporting for the organizations.
- Manage donor database
- Manage repair and maintenance logs of office equipment, including vehicles, computers, phones and printers
- Will fill in for the Data Specialist upon absence if needed
- Perform general administrative support as requested by the Executive Director

Communications

- Assist with print and electronic newsletters
- Coordinate website updates
- Assist with donor communications, including thank you and donation letters if needed.
- Coordinate bulk mailings
- Attends staff meetings weekly
- Attends appointments and meetings as appointed by the Executive Director

Qualifications:



- At least an Associate's degree in accounting or business related field with 2 years of experience or at least 5 years of accounting related experience.
- Experience working in the social services or non-profit field is a plus
- Proficiency with spreadsheets, databases, and word processing. Familiarity with QuickBooks is a plus.
- Ability to multi-task and prioritize in a work environment in which client services take place.
- Strong attention to detail and ability to work with minimal supervision
- Solid written and oral communication skills and excellent phone manner
- Highly organized and flexible

Employment requirements

- Driver's License
- Child Abuse Clearances
- Criminal Background check
- Physical and TB test
- Negative Drug testing

The Erie Family Center is a local non-profit that serves the children and families of Erie County. You can find more about our agency on our website www.eriefamilycenter.org. We offer flexible scheduling, a positive working environment, a generous PTO plan and competitive wages.

If you are interested in applying for this position please send your cover letter, resume and salary requirements to:

Kristen Costa
Erie Family Center
2233 Ebco Dr
Erie, PA 16506
Or
Kcosta@eriefamilycenter.org

