

## **POSITION: Accounting & Human Resources /Administrative Assistant**

**Salary: \$42,000-\$45,000**



### **Position Description**

#### **Accounting & Human Resources**

- Process Account Receivable and Account Payables
- Bank reconciliations
- Maintain and reconcile petty cash
- Prepare acknowledgement letters for donations received, manage donor database and donor accounts
- Assist Fiscal Manager with monthly voucher submission, budget preparation and modification, quarterly financial reports and yearly agency wide budget
- Assist with preparation of all supporting financial documentation for annual audit
- In partnership with Fiscal Manager, maintain filing systems related to human resources, benefits administration, both physical and electronic
- Prepare offer letters and introductory materials for new staff, ensure that required paperwork is completed, maintain staff records and update as needed
- Maintain schedules of employee performance evaluations; ensure that scheduled performance reviews are held on schedule and properly documented; provide administrative support as needed
- Refine and implement exit procedures for outgoing staff
- Maintain insurance policy files as well as ensure all policies are appropriate and current, reenrollment when necessary

#### **Administrative**

- Assist in the planning and organizing of staff and Board events such as meetings, retreats, and fundraisers; arrange for provision of equipment and services, provide event support as needed
- Oversee general facility and equipment maintenance, communicate with IT consultant as needed
- Provide administrative assistance to Board of Trustees including record keeping, on-site files and documents as well as meeting scheduling and correspondence
- Oversee selection, purchase, and installation of office furnishings, electronics and other large-item vendors
- Maintain various accounts related to office operations, oversee ordering and maintenance of office supplies, maintain and organize storage and IT rooms; resolve vendor issues as needed
- Participate in staff meetings, record and distribute minutes as appropriate
- Draft MOUs and other partnership agreements, maintain schedule of appropriate renewal dates and initiate renewals
- Manage metro card purchasing and reconciliation
- Other projects and tasks as assigned

#### **Position Requirements:**

- Bachelors degree in Accounting and/or minimum 3 years of professional experience
- Strong understanding of nonprofit accounting principals
- Proficiency with Microsoft Office, Excel and Fund EZ
- Flexible, able to work independently, under pressure with minimal supervision
- Outstanding written and oral communication skills and extraordinary attention to detail
- Results-oriented doer who can work behind the scenes to get things done and is motivated by making and organization more efficient and effective
- Ability to prioritize, manage and track multiple projects within a hectic office environment
- Flexible team player, good sense of humor, approachable attitude with clear and pleasant communication skills
- Ability to support a harm reduction modality, commitment to social justice and equity issues; ability to work in multi-cultural, bilingual, gender variant, GLBTQ environment
- Individuals from the Washington Heights, Hamilton Heights and Inwood areas are strongly encouraged to apply

Please submit resume and cover letter as email attachments to:

Taeko Frost, Executive Director  
Washington Heights CORNER Project  
whcpjobs@cornerproject.org

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