

Position title: **Administrative Assistant**

Reports to: Senior Director of Finance & Administration

Hours: Full-time (Hourly)



Gerard Place offers housing and supportive services for homeless single parent families as well as educational and supportive services for the surrounding community.

POSITION SUMMARY:

The Administrative Assistant will perform administrative and operational support activities to assist our Finance and Development departments. Candidates must be self-motivated, highly organized and detail-oriented, and have the ability to multi-task in a fast-paced, changing environment. This position requires the ability to effectively communicate ensuring that all Administrative Assistant duties are completed accurately and delivered with high quality and in a timely manner. The ideal candidate takes initiative and is able to complete multiple projects independently and anticipate the needs of others.

PRIMARY RESPONSIBILITIES:

- General bookkeeping in QuickBooks including entering bills, bank reconciliation, and running reports
- Maintain confidential donor records in Abila and process donor written communication
- Monitor and maintain office supplies
- Ensure office equipment is properly maintained and serviced
- Handling office tasks, such as filing, setting up for meetings, and sort and distribute mail
- Support administrative needs of other department staff
- Update paperwork, maintain documents and word processing
- Greet and assist visitors, cover reception desk when needed
- Anticipate the needs of others
- Other duties as assigned

QUALIFICATION REQUIREMENTS:

- Bachelor's degree or Associates degree with equivalent experience
- Computer skills a must; proficiency in Microsoft Word, Excel, Powerpoint, Publisher and QuickBooks
- Experience with database software, knowledge of Abila a plus
- Exceptional verbal and written communication skills
- Excellent organizational and time management skills and the ability to prioritize work

Salary depends upon skills and experience. We offer a competitive benefits package including medical, life, STD, LTD, paid vacation and personal/sick days.

Interested parties should submit their resume and cover letter to **Jill Mattson at Gerard Place, 2515 Bailey Avenue, Buffalo, NY 14215 or jmattson@gerardplace.org**. *No phone calls, please.* Position is open until filled.

Gerard Place is an Equal Opportunity Employer (EOE).