



## POSITION ANNOUNCEMENT

Position: Administrative Assistant, Ana's House and BSA

Reports to: Program Director

Function: Provides Administrative and Fiscal support.

Location: Bronx

Tasks:

- Collects rents & fees, maintains client finance ledgers and pays client allowances.
- Assists director in arranging for building maintenance/repair.
- Maintains petty cash account.
- Assists Director with staff scheduling.
- Maintains staff time records.
- Responsible for monthly reports, records, client attendance and billing.
- Handles certain bookkeeping functions.
- Conducts program banking.
- Receives and distributes mail/deliveries.
- General office management including maintenance of equipment, inventory and procurement of office supplies.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

Qualifications: High school diploma and two years progressively responsible secretarial experience.

Salary: \$39,140 plus Generous Benefits Package

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**

**Director, Human Resources and Information Management**

**Email: [jobs@acmhny.org](mailto:jobs@acmhny.org)**

ACMH, Inc., promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and housing.

For more information, visit our website: [www.acmhny.org](http://www.acmhny.org)