



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Tri-Cities Family YMCA Job Description

Position Title: **Administrative & Business Office Assistant**

FLSA Status: **Non-Exempt**

Reports to: **Business Office & HR Manager or CEO**

Revision Date: August 2021

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Under the direction of the Business Office & HR Manager or CEO, the Administrative & Business Office Assistant shall be responsible for aiding and supporting the business office. A highly organized individual who give attention to detail and has the ability to prioritize as needed to assist in carrying out administrative work and other assignments as directed.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

AREAS OF DIRECT RESPONSIBILITY

Administrative Assistant, Business Office Assistant

ESSENTIAL OVERALL FUNCTIONS

- Uses discretion and independent judgment in handling confidential and sensitive information in connection with the CEO's responsibilities.
- Handle administrative functions for the CEO (calls, calendar, and correspondence) as needed.
- Maintains highly confidential executive and board files, minute and correspondence.
- Coordinates arrangements for meetings of various committees, task forces, public officials and groups.
- Coordinate Board of Directors and committee meetings, prepare board and committee meeting materials, attend board meetings and maintain agendas and minutes. Assist with board member communication and board recruitments efforts. Maintain rosters and historical details for the association.
- Assists business office in a variety of weekly business, accounting and administrative functions including but not limited to: preparing payments, deposits, banking and financial reports.
- Provides assistance to accounts payable with data entry, generating checks and record keeping.
- Support the management of electronic fund transfer systems and banking reconciliation.
- Assist and supports fundraising activities and special events.
- Assist where needed in grant applications, record keeping and recording of funds.
- Abide by all Tri-Cities Family YMCA Policies and Procedures.
- Be punctual and dependable.
- Attend staff meetings, trainings, and events as scheduled.
- Other duties assigned as deemed necessary by the Supervisor or CEO.

QUALIFICATIONS

1. Degree in business related field or equivalent combination of education and experience preferred.
2. Previous professional experience in office administration (including Customer Service and AP/AR) or related field preferred.
3. Excellent personal computer skills and experience with standard business software including Microsoft Office.
4. Ability to read and interpret instructions, procedures, manuals, and other documents.
5. Thorough individual with the ability to pay close attention to detail.
6. Must have good interpersonal, excellent written and verbal communication skills.
7. Certifications to be completed within the first 30 days of employment:
 - a. Basic Life Support, First Aid, Blood borne Pathogen Certification
 - b. Child Abuse Prevention Training Certification.

LEADERSHIP COMPETENCIES:

- Inclusion
- Critical Thinking & Decision Making
- Emotional Maturity

BASIC HOURS

This is a fully onsite position. As scheduled and agreed upon Monday-Friday as well as special events. Standard 40-hour work week.

ENVIRONMENT

76,000 square foot facility with high level of contact with members and community. Various hours that may include early mornings and/or late evenings.

HEALTH AND SAFETY REQUIREMENTS

Employees are advised on OSHA Standards through required signage and administrative updates as compliant with federal law.

PHYSICAL DEMANDS

Employee can demonstrate sufficient strength, agility, and mobility to successfully perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device. The employee frequently is required to sit and reach, and must be able to move around the work environment.

Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.

The noise level in the work environment is usually moderate.

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified.