



Job Description

Job Title: Administrative Assistant
Location: New York, NY
FLSA Status: Part Time, Non-Exempt
Classification: Administrative Support Worker
Department: Fiscal Operations Support
Reports to: Director of Finance
Supervisory Responsibilities: Yes No

Summary: The Administrative Assistant performs work within the Catholic Charities Community Services Financial Operations Support under the supervision of the Director of Finance or its designee. The Department is primarily responsible for the preparation of corporate budgets and forecasts; and the life cycle of obtaining, claiming and collecting on government contracts.

The Administrative Assistant will (1) assist supervisory and support staff in the performance of their job functions; (2) become familiar with the Lawson Accounting system to input contract deliverables in Grant Management; (3) research transactions as may be required for corporate or program audits as well as claim submissions; and, (4) be assigned special projects throughout the Department.

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

1. Administrative Assistance to CCCS Fiscal Program Support including the maintenance, preparation and distribution of materials for internal meetings / presentations, scanning and filing primarily associated with:
 - Corporate Budget I Monthly variance reports - publication of materials for monthly variance reports, Preliminary, Final and Committee presentations as well as distribution to Divisions and programs
 - Contract Management and Compliance - Help maintain contract files by filing contracts, budgets, budget modifications, claims and other documents; assist in assembling materials for audits; and download data from government websites
2. Tracking Deliverable within Lawson being primarily responsible for updating deliverable dates (Due Dates and Completion Dates)
3. General Administrative tasks such as:
 - Receiving phone calls, taking messages, schedule meetings, coordinate attendees, making copies, assist with report preparation and distribution, file and retrieve documents

- Preparing rooms for meetings, arranging for food and beverages for meetings and assist CCCS Fiscal Program Support Management team in responding to requests from Funding Agencies, Program Directors, and auditors
 - Purchasing supplies and managing the requisition of and maintain an organized supply closet.
4. Other assignments and special projects, as required including providing administrative assistance within CCCS Fiscal Support and Finance Department.

Position Type and Expected Hours of Work:

This is a part-time position. Days and hours of work are generally 9:00 AM to 5:00 PM, three days a week. Additional evening and weekend hours will be required during the corporate budget season, with at least three days' notification that additional hours will be required.

Working conditions and physical demands required:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Remain in a stationary position at a work station and/or use a computer at least 60% of the time
- Ability to operate standard office equipment i.e. copier, fax, scanner, postage machine and printer.
- Occasional travel to attend, assist and carry work papers, computers and supplies at special events or meetings using public transportation or vehicle, traverse city streets; occasionally ascend/descend stairs, and be exposed to outside weather conditions.
- Meet competing deadlines

Significant Working Relationships:

- CCCS Fiscal Program Support and Controller' s unit
- CCCS Executive Director' s Office as well as CCCS Division & Program Directors
- Human Resources

Qualifications

Education and/or experience required:

- HS Diploma or GED.
- One to three (1 – 3) years' business experience a plus.

Skills, Licenses, and/or competencies *required*:

- Computer proficiency in MS Office Pack. Must successfully pass Prove-It skills test in
- MS Word and MS Excel.
- Willingness and flexibility to juggle work assignments to meet the requirements of the Department.
- Good interpersonal skills; ability to relate and communicate with staff, management and other departments.