

UNION SETTLEMENT

EMPLOYMENT OPPORTUNITY

Union Settlement Association is an on-the-ground resource for East Harlem residents of all ages, and a passionate advocate for the needs of underserved communities. Since opening our doors in 1895, we have brought education, wellness and community-building programs to our neighborhood, empowering New Yorkers with opportunities to better their lives. More than 350 staff work in our organization, and our services impact 10,000 people every year. By helping our neighbors realize their goals, we build the vitality and success of East Harlem. For more information about Union Settlement, please visit our website at www.unionsettlement.org.

Position: Administrative Assistant
Department: Finance
Reports to: Chief Financial Officer
Hours: Full-time

Responsibilities:

- Under the direction of the CFO, perform general administrative duties and manage administrative functions of the Finance Office, including but not limited to management of the administrative filing, photocopying, ordering and tracking office supplies, maintaining the Finance Department's copy/fax machine and postage machine, and arranging agency messenger services.
- Update and maintain critical Finance Department records as determined by the Chief Financial Officer (CFO).
- Various ad hoc analysis as determined by the CFO
- Assist the CFO in managing various Union Settlement Procedures.
- Assist the CFO prepare for monthly Finance Committee meetings and Quarterly Board meetings
- Process all incoming and outgoing mail for Finance Department.
- Prepare and place all purchases for the Finance Department.
- Maintain all payment records through the PIP portal.
- Maintain all payment records from the OSC portal.
- Assist the Controller and the Director of Budgets and Contracts with administrative tasks as requested by the CFO
- Additional duties as assigned by Controller or CFO.

Qualifications:

- Bachelor's Degree preferred; at minimum, Associate's Degree and two years experience.
- Accounting experience a plus.
- Strong computer skills, especially in Microsoft Excel and Word.
- Strong organizational skills essential.
- Excellent interpersonal skills.
- Excellent written and oral communication skills.

- Ability to work additional hours as needed to meet deadlines.

To Apply:

Please send Cover Letter, Resume, 3 Professional References, and Salary Requirements to:
hr@unionsettlement.org

Please indicate Administrative Assistant in subject of e-mail.

Resumes without salary requirements will not be considered.

UNION SETTLEMENT ASSOCIATION IS AN EQUAL OPPORTUNITY EMPLOYER