

**Job Title:**

Accounting/Admin Assistant

**Reports To:**

Executive Director/Program Director

**Work Schedule:**

Flexible hours based on schedule. Total of 15-20 hours per week.

**Job Purpose:**

Under general administrative direction from the Executive Director, Program Director, and Program Manager, performs administrative work associated with general support, program support, facility rental and building operations and maintenance support of the Adler Arts Center. Supply clerical, accounting, and HR support to the Executive Director and Program Director.

**Primary Duties and Responsibilities:**

The Accounting/Admin Assistant performs a wide range of duties including some or all but not limited to the following:

**Responsibilities:****Programs:**

- Provide customers with helpful and accurate information
- Answers telephones; screen calls, forward calls and messages accurately; transcribe messages from telephone voice mail
- Finalizes enrollment and receives payment for all lessons and classes
- Maintains faculty schedules which includes notifications and additions of enrollments, transfers, schedule changes and drops
- Prepare completed timesheets for payroll call in
- Maintain employee check in and check out log

**Accounts Receivable:**

- Assist in Quickbooks
- Assist in organization and completion of the annual audit
- Create Invoices for outstanding customer balances
- Follow up on outstanding balances weekly
- Receive Payments
  - *Prepare daily batches and reporting for Program Director*
- General Maintenance and upkeep of ASAP registration software.
  - *Monthly review of ASAP customer accounts for accuracy and to update changes (making customers inactive, merging accounts etc.)*



**Building operations and maintenance:**

- Inventory and re-order supplies as necessary
- Manage and monitor Outside Contractors for Building and grounds maintenance
- Identifying necessary building, grounds and general equipment maintenance
- Maintain the reception area, kitchen waiting area and general appearance of building and grounds
- Assist in physical room set up and break down for programs and activities

**Fundraising and gift acknowledgment:**

- General donations through ASAP or mail
- Special Event gift acknowledgements

**Human Resources:**

- Create and maintain employee files (paper and electronic)
- File background checks with Hire Right
- Prepare payroll worksheets for payroll call in
- Organize and complete all new hire/resignation/termination paperwork and help coordinate HR with executive director

**General responsibilities include but not limited to:**

- Assist with special events
- Prepare general signage and greetings (Marquee, chalk boards)
- Additional duties as assigned by the Executive Director and Program Director.

**Qualifications:****Education**

- Some College Preferred, accounting experience required.

**Knowledge, Skills and Abilities**

- Must know proficient in QuickBooks
- Well-developed organizational and computer skills
- Microsoft Office experience
- Good verbal and written communication skills
- Professional personal presentation
- Knowledge of administrative and clerical procedures
- Ability to apply procedures to work problems and situations
- Ability to establish and maintain a positive and professional relationship with staff, faculty, clients, and visitors.

