

Boys & Girls Club of Greater Baton Rouge

Administrative Assistant

Summary

This flex-time, part-time position (20 – 25 hours a week) serves four major functions:

- Office Manager
- Account Payable Clerk
- Account Receivable Clerk
- Financial Grant Reporter

Office Manager is responsible for providing administrative support to ensure efficient operation of the office. The position support the President, managers and employees through a variety of tasks related to organization and communication. Some of the other specific duties associated with this position include:

- Resolves administrative problems by coordinating preparation of reports, analyzing data, and identifying solutions.
- Coordinate office services (telephone, internet, copy machines);
- Acquire, distribute, and store office supplies;
- ensure filing systems are maintained and current;
- answering calls;
- performing reference/background checks for new employees; correspondents

Accounts Payable Clerks manage outgoing bills and invoices on behalf of the company. These bills might include utility payments, product or inventory invoices, employee expense accounts and reimbursements. In some companies, the accounts payable clerk will also process bi-monthly payroll. Some of the other specific duties associated with this position include:

- Responding to vendor invoices
- Ensuring that all payments are made in accordance with company policy
- Ensuring that all payments are sent on time
- Resolving payment discrepancies and disputes on behalf of the company

Accounts Receivable Clerks manage incoming payments on behalf of the company. Accounts receivable clerks accomplish this objective by performing the following tasks:

- Preparing and mailing invoices to customers
- Posting payments to customer accounts
- Organizing and filing deposit receipts as invoices are paid
- Reconciling cash receipts and deposits
- Recording donations in donor management system
- Creating thank you letters and reports from donor management system

Financial Grant Reporter is responsible to prepared needed financial report to donors and grantor. Some of the other specific duties associated with this position include:

- Perform functions of financial administration and reporting to include, but not limited to: preparation and timely submission of grant applications and reports, development and adjustment of associated budgets, coordination of budgeted funds, screening and processing requests for expenditures and ensuring the timely application for reimbursement from the state.
- Perform related work as required.

Pay rate: \$12.00 an hour

CLOSING DATE: This position will remain open until filled.

APPLICATION: To apply for this position, submit a resume and cover letter to:

Pat Van Burkleo, President & CPO

Boys & Girls Club of Greater Baton Rouge

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