



**BOYS & GIRLS CLUBS**  
OF THE COASTAL PLAIN

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## POSITION DESCRIPTION

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**TITLE:** Administrative Services Assistant

**PERFORMANCE PROFILE SOURCE:** Executive Professional

**DEPARTMENT:** Administration

**REPORTS TO:** Vice President of Administrative Services

Exempt  Non-Exempt

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### **PRIMARY FUNCTION:**

Under the direction of the Vice President of Administrative Services, the Administrative Services Assistant is responsible for assisting with the financial management and human resource processes of the organization. The Administrative Services Assistant supports the Vice President of Administrative Services by providing accurate and timely information in relation to the organization's financial position, human resource methods and other red flags that positively or negatively affect the organization. Individual must possess a strong sense of discretion to keep personnel information private.

### **KEY ROLES (Essential Job Responsibilities):**

#### **Financial Management (Accounts Payable and Receivable):**

- Oversee weekly accounts payable process.
- Manage physical financial records (invoices, receipts, deposits, tax payments, etc.).
- Issue checks for employee garnishment payments and maintain garnishment records.
- Order banking supplies as needed for the organization.
- Ensure delivery of daily deposits to bank
- Ensure completion of W2's and 1099's before January 31<sup>st</sup> annually.
- Assist with gathering/compiling information for audits.
- Assist with preparing for monthly Finance Committee Meetings.

#### **Human Resources:**

- Assist with onboarding process of new hires.
- Process background checks for volunteers, potential employees and annually for current employees and prepare for review by VP of Administrative Services.
- Provide employment new hire, change, and leave information to accountant.
- Assist with preparing and reviewing payroll.

- Maintain employee files.
- Complete employee file audit annually.
- Assist with scheduling new hire and random drug tests throughout the organization.
- Update forms as needed to improve efficiency of department.
- Assist with enforcing and maintaining systems supporting the health of Human Resources standards throughout the organization.

**General Administrative Duties:**

- Sort the mail providing checks to Resource Development department.
- Add postage funds to the postage meter when funds are low and provide maintenance.
- Track office supplies and purchase/order when necessary.
- Send flowers from the Club for deaths, illnesses/injuries, and births to “friends” of the Club.
- Place service orders when repairs/maintenance are needed for administrative office.

Additional required skills and experience include: -

- AA or Bachelor’s degree (achieved or in progress) or equivalent work experience
- 2+ years of administrative assistance work within a corporate environment
- Understanding of basic accounting principles and fundamentals
- Proficiency in Internet use, Microsoft Office, Word, and Excel is required
- The ability to work independently as well as contribute successfully within a team environment.
- General office maintenance experience
- Superb time management, organizational skills, and the capacity to work under pressure to meet deadlines.
- Ability to accomplish multiple tasks simultaneously while working in a fast-paced environment.
- Strong communication (both oral and written forms) and human relations/interpersonal skills with the ability to explain technical concepts efficiently and clearly.
- Ability to take initiative, prioritize duties, and work independently while functioning as a member of a team.
- Office experience in the public or non-profit sector desirable with knowledge of youth development issues and support for the mission of Boys & Girls Clubs.
- Positive team attitude.

**Application Instructions:**

Please submit your resume at [bgccp\\_hr@bgcpitt.org](mailto:bgccp_hr@bgcpitt.org).

**DISCLAIMER:**

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

