



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BUSINESS OFFICE ASSISTANT

Job Title: **Business Office Assistant**

FLSA Status: Non-Exempt

Reports to: CFO

Revision Date: 03/04/19

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### POSITION SUMMARY

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Assists the Business Office in providing high-level administrative support involving the use of discretion and independent judgment.

### ESSENTIAL FUNCTIONS

1. Provides general administrative and clerical support including mailing, scanning, faxing, filing and copying for the Business Office.
2. Maintains electronic and hard copy filing system.
3. Administers mail and package shipping/receiving, and orders for office including promotional, staff uniform, and general inventory supplies.
4. Assists in the formatting of the monthly financial variance reports.
5. Follow-ups with vendors for 1099 purposes.
6. Responsible for reviewing and filing incoming incident reports and escalate higher risk incidents to the COO.
7. Uses discretion and independent judgment in handling confidential and sensitive information.
8. In conjunction with Senior Accounting Manager, collects receipts association-wide to complete reimbursement reports for business expenses.
9. Runs errands as assigned.
10. Performs other duties as assigned.

### YMCA COMPETENCIES (Team Leader):

***Mission Advancement:*** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

***Collaboration:*** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Operational Effectiveness:*** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

***Personal Growth:*** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

### QUALIFICATIONS:

1. High School graduate or equivalent required. Associates degree or equivalent in accounting, finance, or related field preferred.

2. One to two years of related experience working as assistant to high level executives or administrators, preferably in a nonprofit setting.
3. Proficient in all standard business software including Word, Excel.
4. Knowledgeable about office processes and procedures.
5. Ability to work with integrity, discretion and a professional approach.
6. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.).

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

**SIGNATURE:**

**I have read and understand this position description and believe I am capable and qualified to handle the position as presented.**

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_