



Cherry Street Youth Center has an opening for an Administrative Assistant. This position is seasonally (school year) full-time with reduced hours in the summer. A typical work day is 8:30 am - 5:30 pm with a one hour unpaid lunch break. Starting hourly wage is \$10 per hour. Essential qualifications, duties, and responsibilities are listed below.

#### Administrative Assistant

Essential qualities include a strong Christian background, ability to multitask, excellent computer skills specifically in Microsoft Excel & Google Spreadsheets, working knowledge of QuickBooks financial software, good organization skills, good communication skills both verbal and written, and a pleasant attitude toward children, parents, volunteers and the public. Experience with accounts receivable and payable including payroll is required.

Duties and responsibilities include collecting and maintaining accurate student, volunteer, and employee records, answering building phone and greeting visitors, assist with monitoring and carrying out monthly safety drills for the center, deposit income weekly and write expense checks weekly - both must be documented into QuickBooks, enter payroll data and transfer info to the accountant for payroll processing, assist with updating all social media accounts and our website, processes CACFP and SFSP billing monthly, assisting in tracking data for current grant programs, ordering supplies and materials for all centers as needed, and must generate financial reports as needed for the Executive Director and/or the Board Treasurer.

The administrative assistant also has responsibilities during the after school hours of operation. A few include assisting the center program director as needed, contacting parents, assisting with injured or ill children, occasional monitoring/supervision of children as needed, developing and distributing center notes to parents, and attendance tracking of each center.