

Title: Administrative Support / Business Manager

Program: Fairbanks Youth Advocates

Reports to: Executive Director

Status: Part-time, up to 15 hours per week, Monday-Thursday

Summary: Enhances effectiveness by providing management support for multiple supervisors.

Basics

- Must be in agreement with Guiding Principles of Fairbanks Youth Advocates - Article 3 of Bylaws (see website: <http://www.fairbanksyouthadvocates.org/about-us/aboutfya/>).
- Passes all required federal & state background checks.

Duties and Responsibilities

1. Welcome & interact with Clearwater Counseling clients
 - a. Schedule appointments
 - b. Process paperwork
 - c. Verify insurance coverage and benefits
2. Bookkeeping and Administrative Tasks
 - a. Bookkeeping
 - i. Maintain firm accounting records using QuickBooks including the chart of accounts and fund allocation
 1. Enter account charges and bills and prepare bill payment checks.
 2. Enter deposits and maintain donor records.
 3. Reconcile accounts and generate reconciliation reports (shared with Executive Director & Treasurer).
 4. Maintain paper files that support transactions in QuickBooks (bills, check stubs, deposits, copies of deposited checks, employee time cards, etc.)
 - ii. Prepare payroll and maintain employee record.
 1. Deposit payroll taxes in a timely manner by EFTPS.
 2. Prepare quarterly payroll tax reports.
 3. Prepare year end Forms W-2/3 and Forms 1099/1096.
 - iii. Prepare monthly financial reports and other reports as requested.
 - b. Administrative
 - i. Produce information by formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics.
 - ii. Organize work by reading and routing correspondence; collecting information, initiating telecommunications.

- iii. Manage schedules by maintaining calendars for department personnel; arrange meetings, conferences, teleconferences, and travel as needed.
 - iv. Greet customers in person or on the telephone, handle referring inquiries.
 - v. Maintain customer confidence and handle information confidentiality.
 - vi. Prepare reports by collecting information.
 - vii. Monitor and maintain office supplies and inventory.
 - viii. Maintain office equipment by following manufacturer instructions and established procedures.
 - ix. Complete database backups to secure information.
 - x. Contribute to team effort.
- c. Other
- i. Maintain cleanliness of office.

Skills/Qualifications:

- Enjoys interacting with people
- Strong verbal and phone communication
- Administrative writing
- Software Proficiency: Quickbooks, Microsoft Word & Excel
- Accounting: Non-profit accounting and bookkeeping requirements
- Professionalism, Organization, Thoroughness, Attentive to details
- Analyzing information
- Confidentiality and familiarity with HIPPA policies
- Internet research abilities

Benefits

- \$18.00 per hour

Who We Are

We are a new and growing faith-based, nonprofit organization in Fairbanks, Alaska. Learn more about us at www.clearwatercounselingak.org and www.FairbanksYouthAdvocates.org.

Interested Parties:

Submit resume and 3 letters of reference to info@fairbanksyouthadvocates.org