



## POSITION ANNOUNCEMENT

Position: Administrative Assistant  
Reports To: Program Director  
Function: Provides administrative support.

Tasks:

- Collects rents & fees, maintains client finance ledgers and pays client allowances.
- Assists director in arranging for building maintenance/repair.
- Maintains petty cash account.
- Assists Director with staff scheduling.
- Maintains staff time records.
- Responsible for monthly reports, records, client attendance and billing.
- Handles certain bookkeeping functions.
- Conducts program banking.
- Receives and distributes mail/deliveries.
- General office management including maintenance of equipment, inventory and procurement of office supplies.
- Attends training as requested by supervisory staff.
- Duties as assigned by supervisor.

Qualifications:

High School diploma and at least two years of progressively responsible administrative experience. Proficient in Excel, MS Office and Outlook. Exceptional organizational skills, attention to detail and ability to meet deadlines.

Salary: \$35,000 plus generous benefits

Email a resume, cover letter and contact information for 3 professional references to:

**Sharon Royer**  
**Director, Human Resources and Information Management**  
**Email: [sroyer@acmhny.org](mailto:sroyer@acmhny.org)**

ACMH, Inc. promotes the wellness and recovery of persons with mental illness living in New York City and is a leader in the provision of outreach and engagement, care management, rehabilitation, and supportive housing.

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