



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

STAUNTON-AUGUSTA FAMILY YMCA JOB DESCRIPTION

Job Title: Executive Assistant – Business Office	Job Code: S-8
FLSA Status: Salary	Job Grade: \$32,000 – \$35,000 annually
Status: F/T	Department: Business Office
Reports to: Asst. Executive Director & Business Manager	Revision Date: Nov. 18, 2018

POSITION SUMMARY

The Staunton-Augusta Family YMCA is seeking a mission-driven, organized and personable professional to provide business and administrative services to the branch.

The Y is a nonprofit organization with the goal of strengthening the foundations of community. We do this through programs that help build a healthy mind, body and spirit for all, and our programs are built around our three focus areas: Healthy Living, Youth Development and Social Responsibility. The Y is open to all, and we pride ourselves on the diversity of our members and employees. As an employer, the Y seeks to recruit energetic professionals, encourage work-life balance, and provide opportunities for growth and development. Our employees embody our brand behaviors of honesty, caring, respect and responsibility.

DUTIES

The **Executive Assistant – Business Office** will be responsible for assisting in internal controls related to cash management, accounts payable and purchasing card administration, collections management, and budget and financial review. The **Executive Assistant – Business Office** will assist human resources for the Association including payroll, maintaining staff files and assisting with training of new staff; and provide accounting support including deposits, coding transactions on credit cards, assist staff with use of the ThinSoft (registration) system; assist the Executive Director with Board of Directors meetings; manage supply inventory; and perform general administrative tasks.

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

Bachelor's degree in a related field preferred; high school degree or equivalent required. Candidates must possess a minimum of two years of experience in administrative services, with accounting experience preferred. Candidates should have strong computer skills and be proficient with Microsoft Office suite, particularly Microsoft Excel. Important qualities for this position include strong attention to detail and deadlines, excellent communication skills and organizational abilities. Experience with ThinSoft is preferred.

Must have the ability to work a varied schedule, including some early mornings, and occasional evenings and weekends. Position may include travel to program sites.

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.