



TITLE: Administrative Assistant/Bookkeeper  
DEPARTMENT: Operations

- POSITION SUMMARY: The Administrative Assistant/Bookkeeper is the key professional support to the Club Director and staff. 25-30 hours per week – 9:00AM – 2:00PM. 25 Clinton St. Framingham
- Bilingual strongly preferred

### KEY ROLES

#### Competency Areas:

- General office procedures: answering phones, distributing messages in a timely manner, filing,
- Photocopying and emailing parents
- Process Cash and Credit Card sales
- Process all billings, weekly or monthly as needed
- Review and process all A/P invoices
- Welcome members every morning
- Manage membership tracking system.
- Maintain daily, weekly, monthly memberships and attendance
- Maintain Club membership and camp registration records including the processing of Vouchers Attendance for monthly reimbursement/payments.
- Maintain & update statistics, ensure all paperwork is readily available, and direct people to the appropriate areas/employees.
- Work closely with program staff to promote and advertise programs and activities.
- Act as a positive liaison between staff, parents and members.
- Assists in the planning/coordination of off-site field trips (summer and school-year)
- Work with Club Director on brochures, flyers, and announcements
- Coordinate bulk and specialized mailings
- Office Supplies - Order and is responsible for the safe-keeping of office supplies (research best pricing)
- Assist when needed to ensure staffing and licensing requirements are fulfilled.
- Record payments for membership, summer programs, and any other fee based programs; including developing and maintaining any specialty tracking spreadsheets as needed or required.
- Works closely with the finance department and follows their policies & procedures for cash management

#### Skills

- High level of professionalism.
- Bilingual
- Strong technical skills & aptitude for gaining more.
- Knowledge & proficiency in Excel, Word, E-mail, Quick books
- Constant attention to accuracy and efficiency.
- Ability to prioritize projects and tasks for completion.
- Ability to think independently and competent problem solver.
- Strong oral & written communication skills.

#### Qualifications

- Minimum of 1- 2 years related experience
- Send resume to: [Tammi.pudlo@bgcmetrowest.org](mailto:Tammi.pudlo@bgcmetrowest.org)