



Job Description: Administrative Assistant
Full-Time

About The Mental Health Association of New York City (MHA): The Mental Health Association of New York City (MHA-NYC) is a not-for-profit organization that addresses mental health needs in New York City and across the nation. The organization is at the cutting edge of harnessing new technologies to expand methods in which consumers can receive clinically sound behavioral health services. MHA operates 14 different crisis hotlines, including the National Suicide Prevention Lifeline, The National Disaster Distress Helpline, and the NFL Life Line, as well as New York City's NYCWell and New York State's HOPEline for Addictions. The organization is a national and local leader in developing and implementing innovative new approaches to providing behavioral health services and interventions via telephone, web chat and SMS text message.

Position Objective:

The Administrative Assistant performs clerical duties for the Executive Management staff of the National Suicide Prevention Lifeline (a network of 160 independently-owned crisis centers across the country) and related subnetworks. Responsibilities include reconciling monthly budgets and financial data, processing expense reports, processing invoices, processing contracts, and other duties as assigned. Also relevant to this position is the ability to work well with all levels of internal management, Finance Department and program staff as well as outside clients and vendors.

Essential Duties and Responsibilities includes:

- Prepare monthly American Express statement in a timely fashion, downloads monthly transactions into Excel template, adds descriptions and account and cost codes, gather and print all receipts in duplicates, submit to Senior Management for approval.
- Support program staff in maintenance of the department finances; prepare check requests, credit card request forms, submit invoices and prepare monthly lists detailing material and personnel usage and departmental costs accounting data.
- Process expense reports; prepare expense reports receipts and W-9s, conveys per diem rates and handles preparation of reports and turnover to Finance Department.
- Process invoices into DocuSign for timely approval.
- Upload and maintain relevant documents (i.e. grant applications, extensions, contracts) in SharePoint.
- Coordinate regular grant reports and proposal submissions for stakeholders and committee meetings.
- Act as project manager for special projects, which may include and not limited to: planning and coordinating multiple presentations, disseminating information to internal and external partners, coordinating direct mailings.

Required Skills:

- Excellent math skills a plus; financial acumen.
- Courteous and professional manner.
- The flexibility to focus on details and project coordination experience.
- Effective time management and strong organizational skills.
- Ability to work cooperatively and effectively with others.
- Ability to be flexible and versatile in a changing work environment while maintaining effectiveness and efficiency.
- Advanced skills with MS Office, including Excel and Outlook.
- Should be able to work independently and as part of a team.

Qualifications:

At least three years of relevant experience and have the ability to work well under pressure. A minimum of an Associate's Degree, with coursework in Economics, Math, Business or Accounting. Candidate will be asked to bring in a sample of work performed in Excel.

How to Apply:

Interested applicants should submit resume and cover letter to Michelle Brown at mibrown@maofnyc.org. Please put "Administrative Assistant" in the subject line of your email.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, sexual orientation, national origin, sex, age, disability or marital status.