



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **PIEDMONT FAMILY YMCA JOB DESCRIPTION**

Job Title: **ADMINISTRATIVE ASSISTANT  
AND ACCOUNTS RECEIVABLE**

Leadership Level: Leader 5

Status: F/T

Reports to: Director of Early Learning

Pay Range: \$11.96 - \$17.94

FLSA Status: Non-Exempt

Department: Early Learning

Revision Date: 1/23/20

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### **POSITION SUMMARY:**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Administrative Assistant and Accounts Receivable candidate intentionally fosters a cause-centered culture that is welcoming, genuine, hopeful, nurturing, and determined and also provides secretarial and high-level administrative support to the Director of Early Learning and the Assistant Director of Early Learning.

### **ESSENTIAL FUNCTIONS:**

1. Provides front desk customer service to include welcoming families, answering phones, addressing walk-ins and overseeing daily attendance sheets.
2. Oversees office functions such as office equipment and supplies, processing mail, and building maintenance requests.
3. Conducts parent tours and provides paperwork for new applicants.
4. Enters all participants are entered in Daxko and oversees complete registration process, including maintaining proper children's records and department files per licensing standards.
5. Manages Early Learning Center accounts receivable. Ensures weekly deposits of all cash and check payments and initiates setup of automatic electronic payments. Reviews and follows up on all returned payments and collections.
6. Ensures that program fees are collected from parents weekly.
7. Oversees Department of Social Services subsidy reimbursements and ensures payments are collected and applied accurately. Processes all new and revised POSO's received from DSS agencies. Reviews attendance logs to ensure accuracy and compliance with DSS swipe entry requirements. Completes manual DSS attendance logs as required.
8. Completes monthly United Way invoices for Early Learners scholarships.
9. Oversees reporting for USDA food program. Conducts weekly attendance and meal counts per classroom.
10. Assists in the identification and submission of grants. Once received, ensures that the Center meets all grant requirements.
11. Develops, measures, evaluates, and reports program outcomes.
12. Assists in the marketing and distribution of program information. Outlets include: newsletter, email, community events, etc.
13. Assists Director with planning and organizing special events for parents.
14. Maintain thorough knowledge of the licensing standards set forth by the Commonwealth of Virginia and maintain compliant at all times. Adheres to program standards including safety and cleanliness.
15. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
16. Maintains open and frequent communication with the Early Childhood Director and other departmental Directors of the Association.
17. Performs other duties as assigned.

**LEADERSHIP COMPETENCIES:**

Advancing Our Mission & Cause: Engaging Community, Volunteerism, Philanthropy, Change Leadership

Building Relationships: Collaboration, Communication & Influence, Inclusion

Leading Operations: Critical Thinking & Decision Making, Fiscal Management, Functional Expertise, Innovation, Program/Project Management

Developing & Inspiring People: Developing Self & Others, Emotional Maturity

**QUALIFICATIONS:**

- Knowledgeable about office processes and procedures.
- Ability to work with integrity, discretion, and a professional approach.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- One to two years related experience preferred in a child care or non-profit setting.
- Strong written and verbal communication skills.
- Proficient in all standard business software.
- Participation in required in-service training (24 hours) annually.
- Pre-employment drug testing.

**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 the job, the employee is regularly required to use a computer for extended periods of time and 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.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Today's date