



JFS of St. Louis is seeking a talented **Accounting & Administrative Assistant** to join our team.

For more information or to apply, please visit: www.jfcsapply.com

For 150 years, JFS has provided children, adults and seniors in the St. Louis region with the supports they need to lead vibrant, healthy lives. Through a comprehensive range of services, JFS helps seniors remain independent and connected to the community, reduces hunger, and empowers children to thrive. JFS serves people in need, inclusive of all ages, races, religions, ethnicities, genders, sexual orientations and abilities. Each year, JFS supports the emotional and physical well-being of more than 50,000 children, families, and seniors in the St. Louis community.

The **Accounting & Administrative Assistant** supports daily operations by ensuring organizational effectiveness, efficiency, and safety. This position handles critical aspects payroll processing, insurance benefit enrollments, accounts receivable and facilities maintenance. Duties include, but not limited to:

Payroll

- a. Prepares payroll and ensures that information in ADP software is correct and accurate.
- b. Process and track health & welfare benefit enrollments

Accounts Receivable:

- a. Processes all client invoices for services in Quickbooks software
- b. Answers client inquiries
- c. Sets fees for services

Facility Maintenance:

- a. Maintains both buildings to remain in good condition and arrange necessary repairs.
- b. Manages contract and price negotiations with service providers.
- c. Schedules and implements safety drills and regular building inspections.

Back-Up Receptionist

- a. Warmly greets visitors and clients; helpfully answers questions; contacts appropriate staff based on purpose of visit.
- b. Monitors reception area and responds appropriately
- c. Handles forms/fees
- d. Amiably answers telephone; responds to inquiries or routes calls to appropriate staff.

e. Schedules client appointments

Administrative support for various organizational departments

Prepares daily office reports; checks and balances daily fees and credit card transactions prior to sending to accounting department

Characteristics of candidates we are seeking:

- Passion for the JFS mission.
- Proficiency in MS Office Suite, especially MS Excel and Outlook.
- Proficiency in QuickBooks.
- Proficiency in ADP Payroll software.
- Excellent time management skills.
- Ability to manage multiple projects simultaneously.
- Excellent written and verbal communication skills.
- Advanced skill in problem solving with the ability to suggest improvements.
- Ability to work collaboratively.
- Open to evening and weekend hours, as needed.

Requirements:

- High School diploma or GED required. College degree preferred.

Non-Exempt

Salary Range: \$16-\$20 per hour depending upon experience.

Full-time: 38.50 hours per week.

Eligible for Medical, Dental, and Vision insurance.

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