

ADMINISTRATIVE SERVICES COORDINATOR

The Administrative Services Coordinator is an integral position within Rivers of Steel, handling many of the day-to-day functions of the office, the staff, and the visitors and patrons of the organization.

The Administrative Services Coordinator provides operational support for the organization, including bookkeeping, human resources, grants administration, contracted services, and general administrative support. The position reports to and involves working with the Director of Administration to address issues and questions related to office management, invoices, deposits, payroll, benefits, grants, and other financial and administrative tasks. Attention to detail and ability to meet deadlines are essential. The position is based at Rivers of Steel's main office – The Bost Building, 623 East 8th Avenue, Homestead, PA 15120.

The following duties and responsibilities are inherent in the position:

1. **Customer Service**, including phones, front office, general emails, gift shop, and other public and visitor interactions.
2. **Bookkeeping and Contracting**, including payables, time sheet tracking, and site rental reservations.
3. **Office and Staff Support**, including supplies, mailings, office scheduling, and other duties as needed and assigned.

QUALIFICATIONS

- Appropriate judgment in addressing and resolving financial and reporting issues in accordance with relevant accounting principles and policies.
- Capacity to work collegially and effectively with the organization's staff and volunteers.
- Strong attention to detail and accuracy in individual work.
- Ability to create and maintain systems to support work and deliverables promptly.
- Ability to handle multiple responsibilities and to prioritize work as needed.
- Strong computer proficiency and experience with accounting software, all Microsoft Office applications and other office software.
- Respect for confidentiality.

REQUIREMENTS

Applicant with an associate's degree or business school certificate, and three (3) or more years of prior experience in business, or office management are preferred. Relevant nonprofit experience is a plus. Proficiency with computers, including writing and revising text and formulas in Microsoft Word

and Excel, and using Microsoft Outlook is essential.

PHYSICAL DEMANDS AND WORK SCHEDULE

- Candidate must possess a valid Pennsylvania driver's license, and have a reliable vehicle available for work use.
- Must clear all applicable Commonwealth of Pennsylvania background checks including Pennsylvania Public Records check, Pennsylvania Child Abuse History, and FBI finger printing.
- Ability to undertake some physical activity and work including lifting.
- Availability to work weekdays and occasional evenings and weekends.

APPLICATION INSTRUCTIONS

Required application materials include, 1) a letter of application specifically addressing the job requirements and outlines qualifications; 2) a current resume; and, 3) a list of three professional references. All required application materials must be sent electronically to:

jobs@riversofsteel.com

Rivers of Steel offers a competitive salary and benefits package including health, vision, dental, and retirement.

Applications will be accepted until the position is filled; however, applications received on or before August 10, 2018, will receive priority consideration. Only applicants most closely qualified for the position will be contacted for an interview.

Rivers of Steel is an Equal Opportunity Employer