

**Job Description for
Financial Assistant/Administrative Assistant
First Street Methodist Mission**

Position: First Street Methodist Mission, Financial Assistant/Administrative Assistant
Reports To: Mission Director
Job Type: Part-Time – 20 hours per week

Job Summary:

The Mission Financial Assistance / Administrative Assistant is responsible for assisting the Mission Director in all aspects of the operation of First Street Methodist Mission including, but not limited to the items below:

Financial Assistance:

- Take and return all calls from people requesting Financial Assistance
- Make appointments to see potential Financial Assistance recipients
- Gather all supporting documentation from those seeking Financial Assistance
- Make pledges, fax or email them, write checks and mail to the appropriate apartment management or utility company in a timely manner
- Log financial assistance in Mission database for reporting purposes
- Communicate with case managers referring their clients for Financial Assistance

Mission Accounting:

- Deposit checks into appropriate accounts
- Request payments and reimbursements for items purchased for the Mission
- Log all transactions into financial spreadsheet for reporting purposes

Administrative Duties:

- Various administrative tasks to Support the Mission Director and Assistant Director in the daily operations of FSMM

Job Knowledge/Skills:

- Must have good communication skills - listening, oral, writing & reading.
- Must be a close team player with staff and must be able to work effectively with volunteers, and guests.
- Must be able to prioritize, organize and complete tasks in a timely manner
- Must have a high degree of energy, self-motivation and flexibility