

BMCC Association Accounting Administrative Assistant

The Borough of Manhattan Community College (BMCC) Association Inc. administers student activity fees by helping to plan, develop, promote, and cultivate educational and social relations among students and faculty, assisting them in their study, work, curricular, and college-related activities.

The Accounting Administrative Assistant will report to the Business Manager of the BMCC Association or their designee. This individual will:

- Engage in extensive customer service interactions with students, staff, faculty, vendors and guests.
- Showcase substantial experience working in a fast-paced environment.
- Exhibit excellent communication skills when interacting with members of the college community and external entities.
- Be proficient in managing filing systems for both digital and hard copy records, ensuring easy retrievable as needed.
- Possess a solid understanding of accounting principles and a willingness to quickly grasp the University's software.
- Provide assistance with major college-wide events such as commencement, admissions open houses, and in-person registration.
- Participate in campus-wide retention and persistence outreach and activities.
- Perform other duties as assigned.

QUALIFICATIONS

- Associate's degree required and Bachelor's degree preferred .
- Demonstrated success in office management roles is strongly preferred .
- Must possess strong interpersonal, oral, and written communication skills with attention to detail.
- Flexibility to work evening hours and weekends as necessary.
- Be a dynamic individual who can work independently and under general supervision delivering courteous and accurate customer service to all members of the college community both in-person and virtually.
- Proficient in Microsoft Office Suite (including MS Outlook, Excel, Word, & PowerPoint).

COMPENSATION

\$45,0000 -\$60,000

Benefits package includes 401(k), Health, dental, and vision coverage, and vacation time off.

How to Apply:

Candidates should E-mail their cover letter and resume, with the subject line BMCC Association Accounting Administrative Assistant, to:

Anthony Lothian
alothian@bmcc.cuny.edu
Business Manager
BMCC Association, Inc.