



**BOYS & GIRLS CLUB
OF WASHINGTON COUNTY**

JOB DESCRIPTION

TITLE: Assistant Office Administrator (with Bookkeeping and Data Management Focus)
DEPARTMENT: Administration
REPORTS TO: Office Administrator
CLASSIFICATION: Non-Exempt – Part-Time Hours: 25 hours per week (Onsite)
LOCATION: Boys & Girls Club of Washington County - 1710 E Tom Green St. Brenham, TX 77833

JOB SUMMARY:

The Boys & Girls Club of Washington County is seeking a part-time Office Assistant to provide administrative support with an emphasis on bookkeeping and data management. This role is integral in ensuring the smooth functioning of our growing office and will support various departments, including finance, HR, and program management. The Assistant Office Administrator will work closely with a passionate, highly motivated staff and management team to facilitate essential office tasks and maintain an organized, productive workspace, allowing us to better serve our youth and their families. Working hours are Monday – Friday 10 am – 4 pm. One-hour unpaid lunch included. Most major holidays are observed. Additional time off is given during most school holidays and Christmas.

MAJOR RESPONSIBILITIES:

1. Financial Management:

- Frequent use of QuickBooks to enter data and compile reports for donor and expense tracking.
- Assist Office Administrator with financial recording and reporting including:
 - Code expenses and income according to organization accounting codes
 - Monthly revenue vs expense report
 - Expense tracking
- Assist in assuring best practices are maintained for all financial recording, filing, and reporting.

2. Data Management:

- Regular input and compiling reports from multiple databases including donor tracking, member tracking, and in-house documents.
- Assist in the integration of a new software program for all Club data (*March 2024*).
- Organization and filing of paper and digital files.
- Ensure report forms are available for staff to access.

3. Various Office Support

- Manage Club email address, ensuring messages are forwarded to the appropriate recipient.
- Set up email accounts for new staff.
- Program registration for Club members during two annual registration periods.
- Front desk receptionist
 - Answer 15 – 20 daily phone calls in a professional and friendly manner.
 - Welcome guests and ensure they are promptly connected with appropriate staff members.

4. Website and Calendar Management:

- Assist in updating the organization's website.
- Management of online and physical calendars for the organization.

QUALIFICATIONS:

- High school diploma or equivalent.
- 3+ years of bookkeeping experience.
- Previous office or administrative experience.
- Strong interpersonal skills.
- Proficient in both QuickBooks and Microsoft 365 Office Suite.
- Adept at learning new technologies.
- Highly organized.
- Detail-oriented.
- Ability to work independently.
- Ability to maintain confidentiality.
- Dependable and punctual.
- A commitment to the mission and values of the Boys & Girls Club of Washington County.

WORKING CONDITIONS:

This is an on-site position at the Boys & Girls Club of Washington County, 1710 E Tom Green St. Brenham, Texas. The office environment is active yet tranquil during school hours and energetic in the Summer and on non-school days. A computer and all necessary equipment are provided. Training is provided for all protocols and procedures used by the organization. The position is part-time, requiring 25 hours per week.

TO APPLY:

Interested candidates are encouraged to submit a resume, including references, and a cover letter by **February 16th** via email to club@bgc-brenham.org.

For additional questions, please email club@bgc-brenham.org or call Ivonne at (979) 277-9383.

The Boys & Girls Club of Washington County is an equal opportunity employer and welcomes candidates from all backgrounds and abilities to apply. All applicants should share our commitment to youth development and community support.