

## **ADMINISTRATIVE ASSISTANT**

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Family Service Society of Yonkers (FSSY) is a community-based nonprofit that has served residents of Yonkers and the surrounding areas for over 130 years. We provide comprehensive services and programs for individuals and families of diverse backgrounds and ages.

FSSY has a job opening for an Administrative Assistant in the guardianship program. The position involves marshalling financial and other information of individual clients.

Job Responsibilities include:

- Compile, organize and maintain orderly files for each client
- Written and verbal correspondence with outside entities (e.g. banks, insurance companies, etc.)
- Collaboration with accounting and social work staff
- Provide accurate and timely input to client and agency databases
- Research and reconcile discrepancies in client and agency files including banking records
- Provide support to the Guardianship Supervisor regarding client matters
- Request all relevant financial documents to complete the Medicaid application process
- Preparation of court reports for guardianship clients.

Job Requirements:

- Associates Degree in related field preferred
- Strong written and verbal communications skills

Benefits

- Medical Insurance – eligibility in 30 days, also Dental, Vision, Disability, Life
- Flexible Spending Accounts for medical and dependent care expenses
- Pension and 401k pre-tax long term savings accounts
- Generous vacation and sick time, and personal days