



Administrative Assistant with Bookkeeping Experience

16-24 hours/week

Updated 10/30/2023

This position reports to the Finance Director and Executive Director.

AHLI is a not-for-profit, Christian, CSIET-certified education and homestay provider for international students, with a mission to provide students with American cultural and education opportunities while living with Christian homestays to experience the love of Christ. Over the last 30 years, AHLI has placed 17,000 students from 25 countries in quality schools and Christian homes across the United States.

The part-time Administrative Assistant position is 16-24 hours/week and works in the Finance Department assisting with bookkeeping and administration. The position also supports the Executive Director with communication and organizational tasks. Effective communication skills, quick turnaround, ability to manage multiple tasks simultaneously, and thoroughness is vital. The successful applicant will be detail oriented, quick to learn, committed to resolving issues, and be very organized. Professional telephone persona and handling other duties as assigned.

Manages AHLI Digital School Viewbook:

- Collects host and airport fees from Area Student Directors
- Update Salesforce (SF), for Viewbook with school information and fees
- Confirm start/end and graduation dates of Partner Schools
- Contact school personnel for information, as needed
- Create Viewbook (with software), and run weekly updates through publish period

Finance:

- Record QuickBooks Accounts Payable entries
- Reconcile bank and credit card statements
- Upload invoices/paid invoices in student cloud files
- Create new folders/labels for each fiscal year starting July 1
- Organize and file student packets
- Order office supplies, as needed
- Make bank deposits (approx. 1-2x a month)
- Other office duties as needed

Executive Director Support:

- Manage mailing of Agent Certificates
- Write and mail host family cards
- Create and send Welcome Packets for staff, contractors, and students

- Preparation of agent and school packets for AHLI promotion
- Create and mail Coordinator and Student of the Month packets
- Coordinate travel arrangements, both domestic and international
- Other duties as needed

Eligibility Requirements Include:

- Experience with bookkeeping.
- Demonstrated success in a previous work-from-home job or related endeavor.
- Personal qualities such as being professional, positive, forthcoming, self-motivated and ability to take initiative in related decision making.
- Comfortable with QuickBooks, MS365, and other web-based programs, plus a willingness to learn and adapt to new programs/technologies.
- Daily access to broadband internet, computer, and phone.
- Must be an active Christian.

Additional Desirable Skills:

- Database/CRM (Salesforce a plus)
- Accomplished math skills

Details:

This position will require 16-24 hours weekly with some flexibility. The candidate will be required to work in the Lancaster, PA office 2 days per week. Additional hours may be completed remotely as needed after sufficient in-office training. For remote work, the employee will be responsible for his or her own office supplies, computer, internet access, phone or related equipment.