

<b>Job Title</b>	Administrative Support Specialist
<b>Employer/ Agency</b>	Alexander Jewish Family Service
<b>Job Description</b>	<p>Provide administrative support to our Holocaust survivor home care team, as well as coordinating with vendors and outside providers. Exhibit excellent record keeping skills, communication with staff and providers as well as following all grant guidelines.</p> <p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Support the case management team in billing, document management, reporting and other administrative requests as outlined by the grant requirements, internal and external audit requirements and organizational policies.</li> <li>• Assist Grant Manager in preparing Funder and Grant reports by gathering key information, monitoring data entry, manipulating data exports, combining and analyzing data.</li> <li>• Work with Case Management and Accounting/Finance teams to track monthly spending against budget, quarterly expense reconciliation and organize documents to support financial transactions and client eligibility.</li> <li>• Support home care team in keeping excellent records of account balances and usage of specific funding.</li> <li>• Audit files regularly to ensure grant compliance and complete documentation</li> <li>• Monitor and document client invoices and supportive documentation as it relates to funding requirements.</li> <li>• Maintain detailed, up-to-date, accurate, and well-written documentation for client files.</li> <li>• Manage home care funds balancing the guidelines through our home care grant</li> <li>• Develop and maintain relationships with vendors and providers who we render services from for this grant.</li> <li>• Maintain positive relationships with community partners, vendors and service providers</li> <li>• Maintain client confidentiality at all times, excellent record keeping skills.</li> <li>• Proficiency in Outlook, Word and Excel. Also, the ability to effectively use tools like Zoom to facilitate virtual meetings as needed.</li> <li>• Utilizing funders software to capture data, client eligibility records and reportin</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Bachelor's degree in social work, Business, or Accounting preferred.</li> <li>• 1-2 years of experience in a nonprofit setting is preferred</li> <li>• Experience working in case management or within grant funding preferred.</li> <li>• Knowledge and ability to use office productivity software such as Microsoft Word, Excel, and Outlook</li> <li>• Understand basic accounting and budgeting principles.</li> <li>• Intermediate Excel Skills: data cleanup and organization, pivot tables, xlookups,</li> </ul>

	filtering and sorting etc.
	<ul style="list-style-type: none"> <li>• Knowledge and ability to use video conference tools such as Zoom</li> </ul>
<b>Salary/Hours</b>	25 hours \$20/hr
<b>Address</b>	4131 S. Braeswood
<b>City, State, Zip</b>	Houston, TX 77025
<b>Contact Person</b>	Morgan Zeringue Director of Program Services
<b>Email Address</b>	<a href="mailto:mzeringue@alexanderjfs.org">mzeringue@alexanderjfs.org</a>
<b>Application Method</b>	Email the above address with your resume attached.
<b>Opening Date</b>	Immediately

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