

**CREATIVE YORK**  
**JOB DESCRIPTION**

TITLE: Office/Development Assistant

REPORTS TO: Executive Director

APPROVED BY: Board of Directors

JOB TYPE: Part-Time

DATE: November 1, 2017

**JOB SUMMARY:** The Office/Development Assistant is directly responsible for payroll, recording all incoming monies, and overseeing other financial tasks such as taxes, financial reporting, and bank reconciliations. The Office/Development Assistant works with the Executive Director with all fund development. The Office/Development Assistant works closely with the Board of Directors, Executive Director, and other staff to ensure the organization's finances are properly maintained.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Process all incoming mail.
2. Process payroll and file all appropriate payroll taxes.
3. Use QuickBooks for all receivables and payables activities for the organization.
4. Record all contributions (donor or capital campaign) in the appropriate databases.
5. Record event sponsorships and ticket purchases.
6. File sales taxes as appropriate.
7. Assist with annual audit.
8. Process all bank deposits and reconcile bank statement monthly.
9. Meet with the Treasurer and the Finance Committee.
10. Prepare financial reports for the Finance Committee.
11. Assist Executive Director with all fund development and external communications.
12. Assist Executive Director with Membership, Annual Giving, Grant Writing, Donor Cultivation, Government Affairs, and Corporate Affairs.
13. Assist at events as needed.
14. Perform any and all other duties as directed by the Executive Director.

**Qualifications:** Minimum of 2 years of experience in the non-profit sector  
2-year degree in related field preferred  
Payroll or other accounting experience is preferred  
Fund Raising experience preferred  
Proficient in Microsoft Office tools, Quickbooks, Social Media, and Email

*Interested parties, please send resume and cover letter to: [info@creativeyork.org](mailto:info@creativeyork.org)*