

Friday, October 19, 2018

Office Manager/Bookkeeper Intern

Company: Maa Sa Akhi, Ltd.

Location: Brooklyn, NY

Compensation: • Excellent training for all the above • School credit for internship • Monthly Metro Card • Cash daily lunch stipend • Free mus

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Maa Sa-Akhi Academy

Founded in 1998 the Maa Sa-Akhi Academy's mission is to teach people to play musical instruments and to read and write music. The Academy also brings instruction in confidence, self-worth and well-being through the arts. This is especially important to young people. The motto of the Academy is "I Am Excellence!".

Position: Office Manager Intern

The Office Manager (OM) Intern will report to the Executive Director (ED) and the EM (Executive Manager) Administrative Assistant. In these relationships, the OM Intern works with all of the individuals involved to develop a wholesome and positive environment consistent with the mission of the Academy.

Responsibilities

Provide clerical assistance in managing Quick Books files and deposits.
 Assist with preparing for events.
 Maintain and sustain supplies.
 Keep supply cabinets orderly and efficient.
 When requested or as needed be prepared to communicate with students, parents, employees, and other individuals to answer questions, disseminate or explain information, and address complaints.
 Assure classrooms are well kept, clean and prepared for each lesson period.
 Assist receptionist (as needed) answer telephones, direct calls and take messages as needed, including the greeting of visitors and documenting messages.
 Assist receptionist in maintaining sign in sheet of all who enter or attend sessions.
 Assist receptionist and/or Account Manager to prepare payment envelopes and statements for clients
 E-mail, using "REMIND" important information to parents and clients
 Maintain a comprehensive e-mail list of clients and keep it up to date as requested
 Review files, records and documents to obtain information to respond to requests
 Check for and help record, and file new registration forms for submission.
 Compile, copy, sort and file records of office activities and business transactions
 Assist with keeping work space clean and orderly at all times
 Assist with keeping class areas tidy as needed

Qualifications

Preferably bookkeeping experience or at least be able to show quick learning skills and sincere desire for bookkeeping and trainability
 Approximately 1 year experience within an organization involving a number different constituents is desirable.
 Experience with nonprofit organizations is desirable.

High energy, maturity, and leadership with the ability to serve as a unifying and supportive force with staff
 Sincere commitment to work collaboratively with all constituent groups, including staff, board members, volunteers, donors, program

participants, and other supporters.

Self-starter, able to work independently and maintain and develop a personal growth regimen as a reflection of the Academy. This is expressed in steps taken to improve self knowledge, physical well being and to intellectual growth.

Hours

Tuesday through Friday - 2:30pm to 7:30pm

Saturday 11:00 am to 4:00pm

We are willing to accept 2 students to fill this position relative to the hours available for the student to work considering school schedule

Maa Sa Akhi, Ltd.
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