



Title: Administrative Finance Assistant (New York)
Department: Administration
Key Areas: Reception, Mailing, Administration, Finance, Accounting, Data Entry, Customer Relations
Direct Report: TBD
Terms of Employment: Full-Time; 40 Hours
Employee Category: Non-Exempt
Exemption: Administrative

ABOUT DKMS

Get inspired by doing something that really matters and join our team of dedicated, caring people at DKMS. Every day, we help save lives by adding more potential donors to the bone marrow registry and connecting patients in need of a transplant with matching donors who can make it happen. Globally, we've registered more than 9.3 million potential donors, and over 100,000 of these have gone on to donate to patients. You'll be part of a growing international nonprofit where creativity, initiative, compassion, collaboration, and strategic thinking are rewarded as we work together to expand our reach, recruit more donors, and help save more lives.

POSITION SUMMARY

The Administrative Finance Assistant (New York) assists all Departments and Staff, including the Finance Team in the USA and Germany by providing administrative support along with the coordination of financial activities relating to Stem Cell Donor Management activities. Responsibilities include, by are not limited to, the following:

GENERAL OFFICE ADMINISTRATION

- Serve as first point of contact for office visitors.
- Answer phones, respond to inquiries, manage correspondence with stakeholders (mailings).
- Maintain schedule of conference room availability for trainings, meetings, & conferences.
- Liaise with realty company on building and facilities issues, and with vendors (HVAC, Internet, Telephone, Computer peripherals such as Printers, Insurance, etc.).
- Organize and maintain the office and maintain stock of all general office supplies.
- Regularly tabulate and monitor general inventory.
- Place inventory supply orders in partnership with department leads.
- Sort and open U.S. Mail.
- Perform filing and archiving.
- Organize and maintain cleanliness of Kitchen, including loading/unloading dishwasher, cleaning fridge.

FINANCIAL ADMINISTRATION

- File and manage invoices and the archiving process for medical billing.
- Coordinate cash receipts tracking by opening the mail, donor drive boxes, and business reply mail, or by researching cash arriving via various websites like Blackbaud, PayPal, and Facebook.
- Safe-keeping and preparation of petty cash reconciliation.
- Support the Financial team during year with administrative functions.

REQUIREMENTS

The ideal candidate must be highly organized and detail oriented. Accuracy and diligence in handling financial aspects of donor related activities is essential. A proactive, service-oriented attitude combined with an exceptionally high teamwork spirit to "get things done" is of utmost importance.

- Bachelor's Degree or equivalent, or two years' prior work experience required.
- Proficiency with Microsoft Office (especially Outlook and Excel).



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- Experience in finance administration of advantage; experience in healthcare administration preferred.
- Must be detailed oriented, highly organized, and able to multitask efficiently.
- Excellent interpersonal, written, and oral communication skills and the ability to work in a team environment.
- Professional and customer service-oriented attitude.
- Demonstrated ability to prioritize, work well under pressure and meet deadlines.
- Aptitude to take initiative and follow-through.
- Comprehension of basic accounting principles, internal policies, processes and procedures and ability to apply these.

To Apply: Please send resumes and cover letters to dkmsrecruiting@dkms.org and place "Administrative Finance Assistant (New York)" in the subject line.