



## **Finance and Administration Manager**

STATUS: Full-time

BENEFITS: Health, Dental and Disability Insurance, 403(b) Retirement Plan

SALARY: Commensurate with experience

REPORTS TO: President & CEO and Chief Operating Officer

### ORGANIZATIONAL DESCRIPTION

The Associated Medical Schools of New York (AMSNY) is the consortium of the 17 public and private medical schools in New York State. AMSNY works in partnership with its membership to advance health care through education, collaboration and advocacy. AMSNY's focus areas include diversity in medical education and the health workforce, best practices in medical education, and advancing treatments and cures through biomedical research. AMSNY has long been committed to increasing the number and percentage of medical school students and faculty from educationally, economically, culturally and ethnically underserved populations.

### POSITION DESCRIPTION

Reporting to the President & CEO and the Chief Operating Officer, the Finance and Administration Manager will provide and manage core administrative and financial support. The successful candidate will be exceptionally well organized and demonstrate an ability to prioritize and manage multiple work streams across a wide range of projects.

Responsibilities include:

- Manage a high volume of meetings and maintain organization-wide schedules
- Manage meeting logistics
- Draft memos, correspondence and reports
- Track follow-up on programmatic tasks
- Serve as primary liaison to AMSNY's managed IT services firm
- Manage all other administrative functions
- Financial responsibilities, including:
  - Issuing invoices to members
  - Paying bills
  - Making deposits
  - Keeping proper documentation
  - Maintaining an orderly filing system

### REQUIRED KNOWLEDGE & SKILLS

- Exceptional attention to detail
- Demonstrated ability to work independently and in teams
- Highly professional written and oral communication skills
- High degree of proficiency with Apple OS, MS Office Suite, SharePoint
- High degree of discretion dealing with confidential information

### PREFERRED KNOWLEDGE & SKILLS

- QuickBooks, WordPress, website management, basic IT management

### REQUIRED QUALIFICATIONS

- Bachelor's degree
- Minimum two years administrative experience

Please submit a cover letter and resume to: [info@amsny.org](mailto:info@amsny.org)