



SAE & Associates

The Behavioral Health Experts

SAE & Associates, LLC
280 Madison Avenue, Suite 1208
New York, NY 10016
212-684-4480 direct
212-684-4481 fax
www.saeandassociates.com

STAFF SUPPORT ADMINISTRATIVE ROLE

SAE & Associates works with local and national health and behavioral health care providers to develop resources and programs providing services to vulnerable populations, including those experiencing homelessness, at-risk youth, those with substance abuse or mental illness, persons living with HIV/AIDS, children and families, and persons currently or previously involved in the criminal justice system. We are seeking a bright, interested, diligent staff support person, part-time or full-time, with experience and exposure in the following:

Function and responsibilities:

- Focus on the support of the firm's COO's planning, implementing and managing of the finance activities of SAE including financial reporting, and other functions as deemed necessary.
- Effectively support all financial administrative duties as required by the COO to ensure day-to-day operational activities are efficient and effective.
- Selectively track, monitor and report the firm's income and expense activities to ensure that operational activities are efficient and in-line with budgetary allocations for the COO.
- Selectively monitors and reports revenue collections for the COO, and also monitors overdue payments by our providers
- Maintains on a monthly basis our accounts receivable data
- Selectively tracks and reviews grant writing activities and liaises with SAE's various grant writing teams and clients to produce progress reports with written findings and analysis for the COO.
- Assists with producing and updating financial reports and procedures and routinely reviews adherence.
- Maintains the highest professional conduct, confidentiality and ethical standards. Rotate within the various Post-Acute facilities as needed.

Minimum Qualifications

- A baccalaureate degree with a major in accounting, finance or business administration, with emphasis on accounting and financial systems from an accredited college or university; or
- A baccalaureate degree with a major in related fields, as indicated above, from an accredited college or university, or
- A satisfactory equivalent of education, training and experience, with an interest in behavioral health.

Hiring Preferences

- Some finance experience, preferably in a healthcare environment, with exposure either under supervision or in a supervisory role with similar responsibilities and size of organization.
- Financial acumen in developing, monitoring and reporting on the financial status of an organization and its various strategic and programmatic initiatives.
- Excellent written and oral communication and presentation skills.
- Intermediate to advanced use of MS Office Programs.
- Strong interpersonal skills and proven ability to provide leadership and build cohesive teams.
- Supportive of internal and external culture of embracing diversity and inclusion, with all convergent and divergent ideas and perspective, to ensure respect and value.

How To Apply

See: www.saeandassociates.com to get a feel for our focus.

Then email your CV and cover letter to consulting@saeassociates.com.
Add 'Support Staff' in the subject line.

We will respond only to those with the requisite experience and with whom we are interested in speaking further. No phone calls please. Thank you, SAE & Associates, LLC