



## **JOB ANNOUNCEMENT**

### **Part-Time or Full-Time Business Office Associate**

The Chittenden County Regional Planning Commission (CCRPC) seeks an entry level or skilled and self-motivated financial professional for a full or possibly part-time position. We will work with the right person to create a schedule that fits your needs and those of the organization. This position requires some in-office time; however, remote work is an option. Our workplace is friendly and highly flexible. Many CCRPC staff currently work hybrid schedules.

This is a new position, and the successful applicant will be the third member of the business office team. Applicants should be proficient in Microsoft Office Suite, particularly with Excel. Familiarity with QuickBooks or similar software is highly preferable. The work includes assisting with accounts receivable, accounts payable, benefits administration, payroll administration, taking meeting minutes, grant administration, and maintaining office supplies and operations. We are willing to train the right person. Up to three evening meetings per month may be expected. Compensation is competitive, and commensurate with experience; the expected full-time salary range is \$40K to \$45K or up to \$25/hour if working a part-time schedule. CCRPC is proud to offer an excellent benefits package.

Please email your letter of interest and resume (with references and contact information) to Forest Cohen, Senior Business Manager at: [fcohen@ccrpcvt.org](mailto:fcohen@ccrpcvt.org) by Monday, September 26. We will begin considering applicants for interviews starting then, and the position will remain open until filled. See the full job description and more details at <http://www.ccrpcvt.org/about-us/news/jobs/>.

The CCRPC believes a diverse and culturally proficient staff are pivotal to creating an environment free of inequities. Accordingly, the CCRPC seeks to provide our membership and community with services enhanced by the professional contributions of culturally competent representatives of different races, socioeconomic backgrounds, ethnicity, gender, gender expression, physical ability, age, and sexual orientation. Successful candidates must be committed to working effectively with diverse community populations and expected to strengthen such capacity if hired. CCRPC is an equal opportunity employer.

At CCRPC, we are dedicated to building a diverse, inclusive, and authentic workplace, so if you're excited about this role but your experience doesn't align perfectly with every qualification in the job description, we encourage you to apply anyway. You may be just the right candidate for this or other roles