

**Position Description:** Business Office Associate  
**Reports to:** Senior Business Manager  
**Exemption Status:** Exempt

**Minimum Qualifications:**

**1. Education and Experience:** No experience is necessary with an associate's or bachelor's degree in accounting, business administration or related field. Alternatively, a high school diploma with a minimum of one year of related experience is preferred.

**2. Computer Proficiency:** High proficiency required with MS Office applications, particularly MS Excel, and proficiency with QuickBooks or similar accounting software.

**3. Other Skills and Characteristics:** As applicable:

- Knowledge of modern accounting theory, principles and practices, and of applicable provisions of local, state and federal programs and applicable regulations
- Knowledge of bookkeeping and accounting procedures and systems
- Thorough knowledge of computer applications for accounting
- Knowledge of office procedures and equipment
- Ability to perform numerous tasks with frequent interruptions
- Ability to handle inquiries tactfully and effectively
- Ability to create and maintain complex records and prepare reports from such records
- Ability to follow effective accounting procedures
- Ability to initiate and carry out assigned projects to their completion
- Ability to communicate effectively verbally and in writing
- Ability to take accurate meeting notes and minutes
- Ability to work well with co-workers and peers in partner organizations
- Ability to operate standard office equipment
- Aptitude for numbers and details
- Excellent organizational, planning, and analytical skills
- Performs other assigned related duties as required

**4. General Responsibilities:** May include the following:

The Business Office Associate will work with the Senior Business Manager and Business Office Manager to provide accounting and administrative work such as: grant administration, administering payroll, processing accounts payable, processing accounts receivable, performing financial transactions, and benefits administration. The Business Office Associate may also assist with taking meeting minutes, maintaining office supplies, accurate record keeping, and other related duties.