

National Council for Air and Stream Improvement, Inc.
Job Description/Posting

Position: **Business Office Assistant**
Reports to: Payroll Specialist
Work Week: Non-Exempt position; full-time 40 hours per week
Revised: April 1, 2019
Duty Station: Headquarters Office, Cary, NC

Essential Job Functions:

1. Serve as confidential, proactive assistant to the Business Operations team by exercising a high level of personal initiative and responsibility; projecting a receptive and professional image in contacts with staff members, member company representatives, and others, and providing error-free support, records management, accounts review, among others.
2. Backup to Payroll Specialist by processing accurate payroll, which includes:
 - Updating personal, leave, and payroll information in the ADP payroll database.
 - Entering time reporting information and transmitting payroll data.
 - Reviewing payroll information produced by ADP for accuracy and completeness.
 - Processing manual payroll checks and voids/stop payments as needed.
 - Distributing paychecks and direct deposit advice to NCASI offices.
 - Producing semi-monthly Excel spreadsheets of 401(k) withholding and employer contributions.
 - Preparing leave reports for each department quarterly.
 - Prepare of various reports as required by State and Federal agencies.
3. Produce Excel spreadsheets as needed for the business office.
4. Provide basic accounting assistance as needed; for example, cutting payables checks, preparing invoices, and review and approve expense reimbursements in Tallie and accounts payable in Bill.com
5. Responsible for maintenance of business office files (both hardcopy and electronic) and records retention for the department, including active files, storage, and systematic purging.
6. Undertake additional activities as assigned, including assistance with grants and agreements.
7. Responsible for coordinating annual review of staff driving records.
8. Maintain retiree and separated employee contacts list.
9. Read, absorb, process, and communicate complex information.
10. Must be able to get to and work from the Headquarters Office.

Minimum Qualifications:

1. Five years experience as an administrative assistant, payroll administrator, or bookkeeper, demonstrating increasing levels of responsibility and accomplishment.
2. Ability to organize complex tasks and deliver error-free work products under challenging time deadlines.
3. Demonstrable knowledge of standard office procedures and policies, office equipment operation, and English grammar and syntax.
4. Effective oral and written communication skills.
5. Familiarity with Microsoft Office Applications (including Microsoft Word, Excel, and PowerPoint) for word processing and spreadsheet applications.
6. Professional appearance and demeanor, a demonstrable ability to hold information in confidence, ability to work effectively with others, and evidence of organizational skills, personal initiative, and high standards for work quality.

Additional Preferred Qualifications:

1. Familiarity with the ADP payroll software, Microsoft Word and Excel, Bill.com, Tallie, and Intacct.
2. Experience with grant administration preferred.

To apply for this position, please submit your résumé to: Leah Green, NCASI, 1513 Walnut Street, Suite 200, Cary, NC 27511, lgreen@ncasi.org. Review of applications will begin on May 1, 2019 and continue until the position is filled. NCASI is an equal opportunity employer.