



## 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: March 1, 2023  
Duty Station: Newberry, FL Office (Not Remote)  
Key Words: Administrative Assistant, Payroll, Accounting, Bookkeeping  
Benefits Effective Immediately:

- Health Care Benefit Package (Medical, Dental, Vision, HSA w/ employer contribution)
- 401(k) plan with employer match
- Dependent Care FSA
- Life, Supplemental Life, Disability, and Accidental Death & Dismemberment Insurance
- Identity Theft Protection
- Supplemental Accident and Critical Insurance Available
- Paid Vacation/Sick/Holiday

#### Essential Job Functions:

1. Serve as a confidential, proactive assistant to the Business Operations team by exercising a high level of personal initiative and responsibility; projecting professionalism in contact 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.
  - Producing semi-monthly Excel spreadsheets of 401(k) withholding and employer contributions.
  - Preparing leave reports for each department quarterly.
  - Prepare various reports as required by State and Federal agencies.
3. Provide backup to front desk and other office duties.
4. Provide basic accounting assistance as needed; for example, preparing invoices, and review and approve expense reimbursements in Accounts Payable, using Tallie and Bill
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. Produce Excel spreadsheets as needed for the business office.
7. Undertake additional activities as assigned, including assistance with grants and agreements.
8. Responsible for coordinating annual review of staff driving records.
9. Maintain retiree and separated employee contacts list.
10. Read, absorb, process, and communicate complex information.
11. Must be able to get to and from work at the Newberry, FL office.

**Minimum Qualifications:**

1. COVID-19 Vaccination.
2. Ability to organize complex tasks and deliver error-free work products under challenging time deadlines.
3. Familiarity with Microsoft Office Applications (including Microsoft Word, Excel, and PowerPoint) for word processing and spreadsheet applications.
4. Demonstrable knowledge of standard office procedures and policies, office equipment operation, and English grammar and syntax.
5. Effective oral and written communication skills.
6. Five years' experience as an administrative assistant, payroll administrator, or bookkeeper, demonstrating increasing levels of responsibility and accomplishment.
7. Professional 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.

**Other Qualifications or Development Opportunities:**

1. Familiarity with the ADP payroll software, Intacct, Bill.com, and Divvy.
2. Experience with grant administration.

**To apply for this position, please submit your résumé to:** Leah Green, NCASI, [lgreen@ncasi.org](mailto:lgreen@ncasi.org).  
Review of applications will begin March 20, 2023, and continue until the position is filled. NCASI is an equal opportunity employer.