



Title: Business Office Coordinator
Department: Business
Position Status: Regular Part-Time, Non-Exempt
Effective Date: March 27, 2019

General Description:

The Business Office Coordinator is responsible for the administration of business office functions that includes but is not limited to finance, facilities, human resources and other duties/projects as assigned. The position reports to the Director of Finance.

Essential Duties and Responsibilities:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Manage office supply and equipment requisitions and repairs.
2. Ensure protection and security of files and records.
3. Help maintain policies and procedures.
4. Administer benefits, safety compliance, unemployment claims and other inquiries.
5. Manage phone and computer systems and troubleshoot IT issues.
6. Manage and process Accounts Payable; assist with Accounts Receivable.
7. Track and accurately code expense transactions; assist as needed with earned income, donations, receivables, and grants.
8. Track and organize staff credit card statements and receipts.
9. Process payroll or coordinate payroll with outside processor.
10. Oversee bank deposits and other bank transactions.
11. Assist with the annual budget.

Position Competencies:

1. Goal-oriented, adaptable to change
2. Works well with minimal supervision.
3. Excellent communication, collaboration, and problem-solving skills.
4. Strong attention to detail and accuracy
5. Ability to organize information and prioritize work in a fast-paced environment.
6. Demonstrated experience in team building and working with all levels of staff to accomplish tasks and meet deadlines.
7. Excellent work ethic, including a willingness to work hours necessary to get the job done, especially when deadlines cause greater than normal departmental pressures.
8. Relationship oriented and understands how to balance demands of job vis-à-vis department requests.
9. Proficient in use of QuickBooks, Microsoft Office suite, and ADP.

Organization-Wide Competencies;

At OBT, we are creating a culture where all of us exhibit the following values and competencies:

1. Acknowledge and learn from our mistakes
2. Celebrate our successes
3. Treat each other with kindness, dignity and respect
4. Communicate frequently, directly and openly
5. Advance diversity, equity and inclusion
6. Global & Cultural Awareness

Supervisory Responsibility:

This position has no direct supervisory responsibilities.

Education and Work Experience:

Five to seven years of office administration, accounting and payroll experience, or any similar combination of education and experience.

Preferred Education and Experience:

1. Five to seven years similar experience in office administration, accounting and payroll.
2. Proficient in use of QuickBooks.
3. Proficient in use of Microsoft Office Suite of products, including Word, Excel, and PowerPoint.
4. Proficient in use of ADP Workforce Now Enhanced Payroll.

Work Authorization/Security Clearance:

OBT conducts background checks after a conditional offer of employment is made. OBT reviews the results of each background check individually and assesses them on a case-by-case basis for context and relevance to a job.

Physical Requirements & Working Conditions:

This job operates in a professional office environment. This role routinely uses standard office equipment. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; talk or hear. The employee must occasionally lift or move office products and supplies, up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Type/Expected Hours of Work:

This is a part-time position. Days and hours of work are Monday through Friday, 9:00 a.m. to 2 p.m.

Travel:

No travel is expected in this position.

AAP/EEO Statement:

Oregon Ballet Theatre is committed to advancing equal employment opportunities. Our policy is to make all employment-related decisions without regard to an employee's race, color, creed, religion, age, national origin, marital status, mental or physical disability, sexual orientation, or any other basis prohibited by local, state or federal law. We are committed to a diverse and cultural inclusive workplace in which our differences broaden our awareness, enrich our daily experiences and contribute to our collective strengths. This policy applies to all personnel activities including employment, promotion, compensation and termination.

Oregon Ballet Theatre does not tolerate sexual harassment of any employee by another employee, supervisor, vendor, or customer for any reason.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____