



Growth. Values. For Life.

## JOB DESCRIPTION

**JOB TITLE:** Business Office Associate – Part-time

**DEPARTMENT:** Business Office

**GENERAL DUTIES:** Support the Finance and Human Resources functions

**REPORTS TO:** Chief Financial Officer

### Finance:

- Manages accounts payable, including processing vendor invoices and coding in the general ledger
- Assists in managing miscellaneous accounts receivable
- Prepares and files Form 1099s for year-end processing
- Tracks restricted gifts and spending and reconciles with the general ledger
- Maintains purchasing card processing system
- Assists with month-end closing activities
- Supports the Chief Financial Officer with routine administrative functions and special projects

### Human Resources:

- Maintains paper and electronic personnel files and employee records, adhering to applicable state and federal regulations where required
- Assists with payroll processing
- Supports the Human Resources Business Partner with routine administrative functions and special projects

### School Store:

- Supports the school store's operations, including fulfilling orders from the online platform
- Ensures the school store is clean, organized, and well-maintained
- Identifies opportunities to develop and introduce new merchandise
- Assists with developing marketing strategies to drive sales and increase store visibility
- Supports school store events as needed, including occasional nights and weekends.

### Work Ethic:

- Maintains confidentiality at all times regarding the Ursuline community
- Attends all required meetings and is willing to perform all other duties as assigned

- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder St. Angela Merici
- Respects, cooperates and maintains a positive attitude with all colleagues, students, parents and alumnae and
- Exemplifies Ursuline's core values at all times

**EDUCATION:** High School Diploma or GED; College degree preferred

**COMPETENCIES NEEDED:**

- Strong written, verbal, and interpersonal skills
- Excellent attention to detail and organizational skills
- Ability to multitask in a busy office environment
- Ability to work both independently and as part of a team
- Proficient in the Microsoft Office Suite, particularly Excel
- Proficient in financial software; experience with Quickbooks Online and Bill.com is preferred

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.