Reporting to the Director of Operations, the Office Associate this is primarily responsible for providing general administrative support to these key functional areas: Accounting, Information Technology, Human Resources, and Facilities. Additionally, the position will work closely with the Executive Director.

General Responsibilities:

**Accounting:**

* Full cycle A/P & A/R responsibilities
* Prepares wire transfers
* Makes deposits
* Creates invoices
* New vendor set-up and W-9 compliance
* Reviews and processes expense reports
* Performs monthly payroll processing, including:
  + maintenance of employee data
  + monitors Paid Time Off (PTO) balances
* Generates 1099 forms
* Regularly communicates with external accountancy firm as pertains to general day-to-day transactions
* Prepares annual business filings (SI-100), etc.
* Provides assistance in compiling data for annual tax returns and auditor requests

**Information Technology / Website**

* Acts as a liaison with external IT Consultant
* Monitors IT Help desk ticketing system
* Updates website content as requested
* Monitors and routes appropriate email requests to appropriate staff member
* Updates online time tracking and expense report templates

**Human Resources**

* Assists in the staffing and recruiting process. Posts open positions, schedules interviews, coordinates candidate logistics and correspondence
* Assembles and distributes interview materials, welcome packets to new hires, and termination paperwork
* Conducts new hire orientations and exit interviews
* Reviews monthly benefit invoices, including the Clipper transit program and 401k plan
* Acts as liaison to health insurance broker and vendors, as required
* Assists employees with routine changes or questions on medical, dental, vision, 401K, vacation, and commuter benefits
* Support unemployment and workers compensation claims and leaves of absence coordination
* Maintains personnel files and I-9’s
* Conducts employment verifications
* Provides general facilitation and coordination of materials at annual open enrollment
* Updates employee handbook

**Facilities:**

* Responsible for general office cleanliness and common work areas
* Coordinates additional requests for evening janitorial services or external contractors
* Communicates with building management for services issues or repairs

**Administrative:**

* Inventory management and ordering of office supplies or special orders as needed
* Answering phone calls in a professional and friendly demeanor
* Mail filtering
* Maintains company calendar(s) and email addresses
* Conducts general office administration duties and special projects as assigned

**Position Requirements:**

* High School degree or equivalent
* 1-4 years of experience, preferably in general accounting and/or Human Resources functions
* Detail oriented
* Strong written and verbal communications skills
* Ability to multi-task in a fast past environment
* Approachable
* Strong customer focus
* Action Oriented
* Excellent organizational skills
* Desire for personal learning

**Systems:**

* Abila / SAGE MIP accounting software
* Familiar with Quickbooks
* Dropbox
* Microsoft Office
* Go To Meeting
* Calendering
* Replicon
* Google Aps for Business

**Salary:**

Competitive compensation package commensurate with experience

No phone calls or posted mail applications.