



## **Business Administrator Job Description**

**Position Title:** Business Administrator

**Classification:** Full-time, exempt, benefitted

**Hours:** 35-40 hrs/week, Monday – Friday

**Location:** Hybrid remote

**Annual Salary:** \$56,000-\$62,000, DOE

**Reports to:** Executive Director

### **ABOUT CSC:**

Celebrating its 50 Anniversary this year, Clackamas Service Center (CSC) is an inclusive community center for individuals and families seeking food relief and resources for improved health, dignity, and stability. We are located in Clackamas County and serve community members within the county and the surrounding area.

### **POSITION SUMMARY**

The Business Administrator will be a hands-on and participative team members supporting the following areas: finance, human resources, and administration. This person will play a key role as CSC expands and continues to enhance its quality programming and build capacity. This is a career growth opportunity to maximize and strengthen the internal capacity of a well-respected, high-impact organization as it prepares to construct a new services building on the property.

### **PRIMARY JOB FUNCTIONS:**

#### **Financial**

- Assist in the preparation of the organization's annual budget and regular analysis to ensure organizational success and proper stewardship of resources and mission
- Manage organizational cash flow and forecasting
- Process bills and invoices promptly; responsible for submitting check requests and bank deposits
- Track, code, and submit monthly expense and income reports
- Prepare, monitor, and process reimbursement invoicing for government grants
- Review financial contracts with institutional partners, including donors, sub-contractors, prime contractors, and vendors on government and other funded activities
- Track and monitor in-kind donations
- Collaborate with CSC's bookkeeper accountant and staff to prepare and provide financial documents for annual review, 990, and monthly reports

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- Maintain and organize financial documents in shared drives
- Update and implement all necessary business policies and accounting practices; improve the CSC's overall policy and procedure manual
- Effectively communicate and present critical financial matters to the board of directors
- Assists the Executive Director, Board Treasurer, and staff as needed

### **Human Resources**

- Oversee implementation by staff of routine functions, including payroll, recruitment, onboarding/orientation, performance reviews, and file upkeep
- Ensure that CSC's staff have the equipment, systems, supplies, and administrative support necessary to do their work effectively and efficiently
- Ensure compliance and oversee periodic review of CSC's personnel policies and employee handbook
- Oversee maintenance of shared digital filing systems
- Maintaining confidential files

### **Administration**

- Work closely and transparently with all external partners, including third-party vendors, consultants, and insurance companies
- Serve as the payroll contact and oversee payroll processing
- Monitor physical mail and CSC's administrative emails
- Manage business records and receipts
- Participate in occasional Board meetings, delivering progress updates
- Build and maintain professional business networks in the Portland metro area
- Support the Executive Director with staff meetings and team building
- Assist with communications, including social media, bulletins, flyers, and other materials as needed
- Handle confidential information and sensitive matters in person, over the phone, and in writing
- Order office supplies, computers, and other miscellaneous equipment
- Engage in professional development, including leadership and management training
- No direct reports
- Perform other duties as assigned

### **QUALIFICATIONS**

- A bachelor's degree in business administration or equivalent combination of education and experience
- 2+ years of administrative, accounting, and customer service experience
- Strong finance, budget development, administration, and oversight skills and knowledge
- Professional written and verbal communication and interpersonal skills
- Excellent organizational and prioritization skills; ability to manage unpredictable workflow and flexibility to respond thoughtfully and timely
- Highly proficient in Google Suite and Excel or Google Sheets
- Ability to read, write, speak, and understand verbal and written English
- Pass a criminal background check, provide proof of COVID-19 vaccination



## WORK ENVIRONMENT

- Work is performed remotely and in shared office spaces at the Center and CSC's 8000 sq.-ft warehouse
- Some exposure to and communication with distressed individuals
- Flexible schedule options are available as arranged with Executive Director

## PHYSICAL REQUIREMENTS

- Prolonged sitting while working at a computer and periods of standing
- Ability to lift up to 10 lbs.; bend, stoop, kneel, crouch, push, and other mild to moderate activities, including climbing stairs

## BENEFITS

- Flexible PTO for vacation and sick time
- Up to 10 paid holidays, including a paid week off between Christmas and New Years holidays
- Paid day off for employee's birthday
- Health insurance (currently with United Healthcare) covered at 90% of the premium (available after 60 days of employment)
- Simple IRA retirement account with up to 3% match for employee contributions (available after 60 days of employment)

## COVID-19 VACCINATIONS

CSC requires employees to be fully up to date on COVID-19 vaccines. Proof of vaccine status will be required before an employee may begin work. CSC will make reasonable accommodations for candidates who cannot be vaccinated because of a disability, pregnancy, or religious belief. If you believe you qualify for an exception, please speak with the hiring manager and be prepared to provide documentation.

## HOW TO APPLY

**Please submit a resume and cover letter (1-page max) addressed to Jill Orr at [apply@cscoregon.org](mailto:apply@cscoregon.org) with the subject line [Last Name, Business Administrator Job Application].** The cover letter should include why you are interested in working at CSC and how your skills and experience have prepared you for this position. CSC will request professional references for the final candidate. Position open until filled.

*CSC is proud to be an Equal Opportunity Employer. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better our services will be. CSC does not discriminate based on race, religion, color, sex, gender identity, sexual orientation, age, veteran status, disability status, or other applicable characteristics protected by law. Employment is decided based on qualifications, merit, and organizational need.*