



Business Administrator Job Description

Position Title: Business Administrator

Classification: Part-time, non-exempt

Hours: 20-28 hrs/week, Monday – Friday

Location: Hybrid /Remote and On-site; CSC Main Center 8800 SE 80th Ave, Portland OR, 97206,

Hourly Rate: \$30-34/hr

Reports to: Executive Director (ED)

ABOUT CSC:

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 member providing financial and administrative support for the Executive Director and CSC's team. This is a new role and a career growth opportunity to maximize and strengthen the internal capacity of a well-respected, high-impact organization as it opens a new service building.

PRIMARY JOB FUNCTIONS:

Financial

- Track, prepare, monitor, and process monthly reimbursement invoicing for government grants
- Process bills and invoices promptly; responsible for submitting check requests and bank deposits
- Track, code, and review monthly expense and income reports
- Collaborate with CSC's bookkeeper accountant and staff to prepare and provide financial documents as requested
- Maintain and organize financial digital documents
- Assist with monitoring organizational cash flow and forecasting
- Assist in the preparation of the organization's annual budget and analysis to ensure organizational success and proper stewardship of resources and

mission

- Assists the Executive Director, Board Treasurer, and staff as needed

Administration

- Serve as the payroll contact and process bi-weekly payroll with ED oversight
- Monitor CSC's physical mail and administrative emails
- Maintain and organize administrative digital documents
- Work closely and transparently with external partners, including third-party vendors, consultants, and insurance companies
- Handle confidential information and sensitive matters in person, over the phone, and in writing
- Order office supplies, computers, and other miscellaneous equipment
- No direct reports
- Perform other duties as assigned.

QUALIFICATIONS

- A bachelor's degree in business administration or an equivalent combination of education and experience
- 2+ years of administrative and accounting experience with some customer service.
- Strong finance, 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 Excel and Google Suite
- Ability to read, write, speak, and understand verbal and written English
- Pass a criminal background check and provide proof of COVID-19 vaccinations

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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 when onsite
- 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

- Pro-rated PTO (after 90 days of employment)
- 13 paid pro-rated holidays per year
- When possible, CSC offers all regular employees one paid week off during winter and summer

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 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.