

**Cape Cod Collaborative
Business Office Administrative Support**

Qualifications:

High School Diploma, Associates Degree in Business or Accounting preferred. Must have strong verbal and written communication skills, and strong attention to detail. Must be highly organized, dependable, and able to meet deadlines. Working knowledge of Microsoft Word and Excel required. Familiarity with accounting software required, familiarity with AccuFund preferred. Prior experience with payroll preferred.

The Cape Cod Collaborative supports the ever-changing needs of Cape and Islands school districts. This position requires the ability to adapt to changes and to work across departments.

Reports to: Business Manager / Executive Director

Position Description: Full-time, 12-month position
Hours 8:00 AM to 4:00 PM, Monday through Friday
Competitive benefits package available
Salary range: Dependent on qualifications and experience

Performance Responsibilities:

Working under the direction of the Business Manager and Executive Director, the Administrative Assistant will perform various functions necessary to assist with accounts payable, accounts receivable, payroll and other related tasks. Tasks will include, but are not limited to:

- Interpreting and entering data into Microsoft Excel spreadsheets;
- Working with accounting system to enter AP and AR information as needed;
- Reviewing employee time cards for accuracy and entering information into payroll grid;
- Establishing and maintaining AP and AR files, as needed;
- Providing administrative assistance to Executive Director, as needed;
- Other duties as assigned.

Physical and Environmental Demands:

The physical and environmental demands described are those that might be met by an employee to successfully perform the essential functions of this job.

- Normal office environment, not subject to temperature extremes or extreme noise;
- Regular interruptions to assist staff members;
- May spend extended periods of time working on the computer, telephone, and operating other office equipment, requiring eye-hand coordination and finger dexterity.