



Job Title: Business Assistant

Position Overview:

The Business Assistant assists the Executive Director with ongoing bookkeeping, accounting, and administrative tasks. The Business Assistant serves as a critical member of the OAS administrative team ensuring precise and consistent management of financial data.

OAS is an equal opportunity employer and is committed to creating an inclusive organizational environment. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or Veteran status.

Reports To: Executive Director

Summary of Job Duties:

Bookkeeping, Accounting, and Administration:

- Manage OAS accounts payable, processing invoices & printing checks
- Manage OAS accounts receivable, apply payments and in collaboration with OAS Program Coordinator, following up on payments and outstanding balances, follow up on donation/sponsorship pledges as necessary
- Prepare bank deposits weekly or as necessary
- Distribute, collect and enter OAS credit card reports
- Complete monthly bank and donation account reconciliations
- Process and enter cash and check donations into the OAS database & sync to Quickbooks
- Import and reconcile donations from third party platforms (i.e. Classy, Benevity, Facebook) into OAS database and Quickbooks
- Assist in maintaining the Development arm of the OAS database (NEON CRM)

Skills/Certifications:

- Experience with Quickbooks online
- Familiarity with non-profit bookkeeping and accounting principles
- Experience with donor/development databases, specifically NEON CRM, preferred
- Experience with Google Suite

Essential Job Functions:

- Extreme level of attention to detail
- Excellent written, verbal, and interpersonal communication skills
- Ability to problem solve
- Ability to get along with others
- Ability to operate under stress when necessary
- Ability to prioritize and execute multiple tasks on or before deadlines and on budget
- Ability to be productive in an busy office environment
- Ability to work independently

Work Environment

- Office based with certain remote work available
- Office environment fluctuates from high activity/noise levels, to serving as sole employee
- Dog-friendly office environment subject to OAS dog policies as outlined in employee handbook

Pay Rate: Hourly, DOE

Benefits: Sick leave; dog friendly office; professional development opportunities;

Status: Part-time, year-round, non-exempt

Hours: Approximately 20hrs per week, 3-4 days per week (exact schedule TBD and slightly flexible), in-office hours required, but some remote work available. Additional hours may be necessary at certain busy points during the year.