

# JOB DESCRIPTION

## Business Assistant



Facility Name:	<b>VENUWORKS OF JOLIET, L.L.C.</b>		
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### JOB INFORMATION

Job Title:	Business Assistant	Department:	Accounting/HR
Reports To:	Julie Quigley	FLSA Status:	Exempt <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/>
Prepared By:	Julie Quigley	Date Prepared:	January 11, 2022
Approved By:	Mike Piehl	Approved Date:	

### SUMMARY

This position entails a variety of accounting and payroll responsibilities including accounts receivable, accounts payable, processing bi-weekly payroll, and functioning as the primary HR liaison with third party PEO. Additional duties include enforcing purchasing procedures and other general financial tasks under the direction of the Business Manager

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. (Other duties may be assigned.)

1. Assist in processing employee payroll on time and through the appropriate channels with strict attention to detail. Manage external time keeping software to ensure accuracy and ease of use and functionality.
2. Assist with the employee on-boarding process.
3. Complete HR reporting documents and coordinate with third party PEO. Ensure accurate recordkeeping in accordance with company policy and requirements of third party PEO. Verify accurate reporting of payroll hours with the appropriate management personnel prior to processing payroll.
4. Prepare and gather appropriate data utilizing Microsoft Excel to assist in uploading processes.
5. Maintains employee files and records according to HR policies.
6. Transports bank deposits and assist in remote capture bank deposits
7. Post daily deposits accurately and follow up on any discrepancy or question. Initiate collections conversations with appropriate department, management, or customer regarding past-due accounts.
8. Assist in entering Accounts Payable & Payment Processing
9. File Organization and upkeep
10. Assist in Food and Beverage Bank Bag Reconciliations/Petty Cash
11. Assist in Event Settlements

### OTHER RESPONSIBILITIES

1. Creates and prints memos, correspondence, reports and other documents assigned.
2. Assists Executive Director with all administrative activities as required with little direction.
3. Composes and prepares confidential correspondence, reports and other complex documents as directed.
4. Creates and maintains databases and spreadsheet files.
5. Update Outlook Calendar with Ames Center events.

### QUALIFICATIONS

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To perform this job successfully, an individual must be able to perform each of the essential duties satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. A demonstrated ability to follow directions and complete assigned tasks with a minimum amount of instruction and supervision is essential. Ability to organize work flow and meet established deadlines. This position requires skill in meeting and/or exceeding the expectations, being articulate with well-developed communication skills and personal poise. This position requires excellent teamwork skills, working cooperatively with others in the accomplishment of joint tasks and common objectives. Contributes to a positive work environment, fosters collaboration and provides a tangible contribution.

Work hours and schedule are generally Monday – Friday Part-time but may vary.

### **EDUCATION and/or EXPERIENCE**

1. A minimum of two years (2) experience in general business accounting experience, as well as experience with payroll processing and related reporting.
2. Proficiency in PC-based accounting systems required.
3. Demonstrated knowledge of accounting practices using generally accepted accounting principles.
4. Other combinations of experience and education that meet these requirements may be substituted.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Applicant must possess current, valid driver's license and a current working telephone with a number that can be accessed by building management personnel for business contact purposes. Must have excellent computer skills, including experience with the Microsoft Office programs, such as Word, Excel, and PowerPoint.

### **LANGUAGE SKILLS**

Ability to read, analyze and interpret instructions, general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **MATHEMATICAL SKILLS**

Ability to add, subtract, multiple and divide in simple and complex equations. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages.

### **COGNITIVE SKILLS/REASONING ABILITY**

1. Ability to recognize casual relationships, discriminate between behavior mechanisms, and identify elements that are relevant to the validation of a judgment.
2. Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
3. Ability to remember previously learned material such as specifics, criteria, techniques, principles and procedures, grasp and interpret the meaning of the material and use learned material in new and concrete situations.
4. Ability to break down material into its component parts so that its organizational structure can be understood.
5. Ability to judge the value of material for a given purpose on the basis of consistency, logical accuracy, and comparison to standards.
6. Ability to put parts together to form a new whole or proposed set of operations.
7. Ability to relate ideas and formulate hypotheses.
8. Ability to appraise judgments involved in the selection of a course of action.
9. Ability to identify choices and potential outcomes, determine importance of outcomes, combine information to prioritize options and make decision based on best and most important choice.
10. Ability to solve complex problems with sensitivity and diplomacy, while displaying decisive executive leadership.

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11. Ability to maintain a calm, composed presence in an often fast-paced environment where multiple tasks, events and stimulus may occur simultaneously.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position.

1. While performing the duties of this job, the employee is regularly required to reach with hands and arms and talk or hear.
2. The employee frequently is required to stand; walk; sit; and use hands to finger, handle, or feel.
3. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl.
4. The employee must regularly lift and/or move up to 25 pounds.
5. Specific vision abilities required by this job include close vision, distance vision, color vision, and ability to adjust focus.
6. The employee must be able to travel distances on foot quickly to attend to a variety of needs while on site at the venues.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **CONCLUSION**

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. This is not an all-inclusive list of responsibilities, duties, and skills required of personnel so classified. Further, this job description is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of any employee under his/her supervision. I understand that employment is at the will of the employer and either the employer or the employee may terminate the employment with or without cause at any time.

I have read and understand this Job Description and confirm that I meet the minimum requirements and can perform the essential duties and responsibilities as listed herein.

Employee Signature:		Date:	
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