



## ASSOCIATE FOR BUSINESS SERVICES

**Open To:** Public  
**Location:** Newington  
**Rank:** Associate 2  
**Salary:** \$53,014  
**Hours:** 40 per week  
**Application Deadline** February 6, 2017  
**Submit resume and cover:** <http://www.charteroak.edu/AboutUs/Employment> No phone calls, please.

**Position Summary:** The Associate for Business Services independently performs basic duties relating to a full range of professional business services functions (e.g. payroll, time and attendance, accounts payable, receipts, accounts receivable, purchasing) as well as facilities management; and provides office administration and secretarial support to the business office and Chief Financial Officer. This role includes word processing, data entry, research, report generation, bookkeeping, telephone, facilities monitoring, vendors interface for copier and facility contracts, mail and correspondence preparation.

### Recruitment:

- Preparing and updating reports, charts, manuals, handbooks
- Providing employees with information and/or referral on business office procedures
- Processing Worker's Compensation and Unemployment Compensation claims
- Assisting in recruitment process by placing ads in newspaper and developing and mailing position announcements to researched recruitment sources
- Monitoring recruitment for job seekers by referral source
- Assisting with new and existing employee orientation program as needed
- Serving as point of contact for Worker's Compensation injuries
- Managing the recruitment website and job postings process
- Assisting with background check compliance for new employees

### Payroll Processing:

- Entering temporary employee hours as well as change data into automated payroll system
- Training and monitors staff on use of automated time and attendance system
- Responding to employee inquiries regarding paychecks and payroll practices

### Facilities Support:

- Serving as a contact person to the vendors that support the building and building operations, e.g., copiers, HVAC, furniture, space planning, College car, cleaning, etc.
- Member of the Health & Safety Committee

**Degrees Without Boundaries**

**Administrative Support:**

- Screening letters, memos, reports, and other materials to determine action required. Composing routine correspondence, complex letters/memoranda, e-mails, etc. for own or CFAO's signature
- Collecting and compiling data/preparing reports
- Preparing materials for mailings
- Conducting research on assigned projects
- Maintaining knowledge of current issues
- Representing the agency in Statewide meetings as needed
- Entering student payments and responding by telephone and by e-mail to student queries regarding billing and payments
- Performing other duties as assigned

**Purchasing:**

- Procuring office and building supplies

**Qualifications:** Bachelor's degree and at least one (1) year relevant work experience including business office functions. Considerable knowledge of office administration and management; knowledge of business communications, bookkeeping and math; proficiency in MS Word and working knowledge of MS Excel; ability to use automated payroll and student database systems; detail oriented; advanced organization skills; excellent oral and written communication skills; extensive interpersonal skills in dealing with persons at various levels; and ability to schedule and prioritize workflow.

**AN AFFIRMATAIVE ACTION/EQUAL OPPPRTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.