



NOTICE OF JOB OPENING

Business Assistant – Park Place

Start Date: 8/13/19
End Date: Open until Filled
Facility: Park Place
Location: Montrose
Schedule: Day Shift – 40 hours per week

Qualifications

- High School diploma plus two years administrative experience
- Valid Colorado driver's license
- Acceptable driving record and criminal background check
- Excellent computer skills (Word, Excel, Outlook, Access, Publisher)
- Two years of office experience preferred

Essential Duties and Responsibilities:

Front Office

- As the first contact person in the facility, this position will welcome all visitors and staff in a courteous and professional manner.
- Maintain complete confidentiality of all sensitive information.
- Prepare outgoing and incoming mail daily.
- Collect, sort, batch, alphabetize, code and/or place in numerical order various documents for filing, storage or processing.
- Quarterly newsletter - gather article writings from contributors, construct, publish, and distribute.
- Operate office equipment such as photocopiers, scanners, facsimile machines, phones and voicemail systems.

Financial Responsibilities:

- Process daily timesheets for client employees, enter data into payroll system, and generate weekly reports.
- Process monthly billing for COMP and SLS for Day Services Program.
- Complete End-of-month closing and payroll for clients.
- Reconcile petty cash when necessary. Calculate and submit to accounts receivable monthly.
- Send out yearly requests to various area businesses asking for their prevailing wages for certain personnel. Compile data given data into a spreadsheet and submit the compilation to the appropriate managers for approvals/signatures. Enter new prevailing wages into OSAS payroll database before deadline.
- Every other year file paperwork with the Department of Labor in order to retain our Certificate Authorizing Special Minimum wage rates under section 14(c) of the Fair Labor Standards Act.

For a full job description please see Stacy in HR or visit our website at www.comunityoptionsinc.org.

INTERESTED PERSONS PLEASE CONTACT:

Human Resources at 970-249-1412 Ext. 237

please visit us on-line at www.communityoptionsinc.org

336 S. 10th Street, Montrose, CO 81401

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