BUSINESS OFFICE ASSOCIATE

AGENCY DESCRIPTION

Disability Rights Maryland ("DRM," formerly Maryland Disability Law Center) a nonprofit legal advocacy organization, is the designated Protection & Advocacy agency for Maryland, mandated under federal law to advance the rights of people with all types of disabilities, of all ages, statewide. DRM is a well-established, healthy, forward thinking organization and a recognized leader in disability rights.

JOB DESCRIPTION

The Business Office Associate will be responsible for a collaboration of administrative and business office support, human resource management and bookkeeping duties. This is a full time, 35 hour per week, non-exempt position. This position will work closely with the Organization's accounting team and is supervised by the Director of Finance.

PRIMARY JOB RESPONSIBILITIES

Human Resources (HR) duties include:

Assist with job search, interview and hiring process.

Compile human resource packages for new hires and coordinate new staff orientation.

Compiles exit packages and ensures that exit procedures for departing employees are completed.

Maintain physical and electronic personnel files for staff and volunteers.

Initiate payroll change requests and process paperwork related to employee changes.

Organize and coordinate employee health insurance open enrollment process, employee changes, claims and termination.

Life, ADD & Long Term Disability – enroll and terminate employees, manage claims, review compliance with OSHA requirements and record keeping, and cost of coverage.

Cafeteria plan & flexible benefits – manage open enrollment and employee balance reports

Sick leave bank – administer sick leave bank balance, donations and usage

Ensure completion of timesheets for bi-weekly payroll processing.

Accounts Payable (AP) duties include:

Receiving and processing vendor invoices; entering invoices into Quickbooks with proper coding

Ensuring that invoices are paid timely and in accordance with Business Office accounting policies and procedures

Filing and updating vendor records

Processing check runs

Communicating with vendors regarding invoice issues or discrepancies

Preparing AP reports or other vendor reports as needed

Other duties under AP as assigned

Administrative and Business Office Support duties include:

Manage equipment and furniture inventory management including new purchases, location changes and disposals.

Coordinate and communicate logistics for quarterly board meetings.

Prepares weekly bank deposits

Act as back-up for payroll processing

Perform clerical duties including but not limited to photocopying, faxing, mailing, filing, etc.

Receptionist back-up including answering of phones and monitoring of front desk.

Additional Duties and Responsibilities:

All tasks as appropriately assigned or requested.

MINIMUM QUALIFICATIONS

Related associates degree or (4) years of related experience.

Proficiency with Microsoft Office including Word, Excel, Power Point & Access

Well organized, able to handle multiple tasks, meet deadline and work as a team player

Sensitive to the diverse needs, staff, volunteers and clients of the organization.

Strong ability to maintain discretion and confidentiality with personnel information.

Demonstrated detail focus in work and ability to write clearly and effectively.

OTHER HELPFUL QUALIFICATIONS

Experience with Quickbooks and Paylocity is a plus

Life experience with disability.

Individuals with disabilities, people of color, LGBTQIA+, individuals and others who contribute to staff diversity are especially encouraged to apply. DRM is an Equal Opportunity employer.

Mail cover letter with salary requirements, resume, writing sample and references to:

Disability Rights Maryland
ATTN: Business Office Associate
1500 Union Avenue, Suite 2000
Baltimore, MD 21211

Or via email with "Business Office Associate" in the subject line to:
Jobs@DisabilityRightsMD.org

This position was announced on February 9, 2018 and priority consideration will be given to applications received by February 23, 2018.