SACRAMENTO THEATRE COMPANY

JOB DESCRIPTION

Position: Business Assistant

Department: Administration | **Date Effective**: 09/01/2021

Reports to: Finance/HR Manager | **Classification**: Non-Exempt

Scheduled Work Time: 10-15 hrs/week | **Starting Pay Range**: $15-17 per hour

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Position Summary:

The Business Assistant is responsible for providing the Administrative department with part-time assistance for accounts payable processing, cash receipts, as well as Human Resources support including filing, payroll administration and employee information management. The Business Assistant is responsible for the filing and maintenance of all financial and HR/payroll records for the Company and therefore requires attention to detail and the utmost in discretion. This position reports to and provides assistance for the Finance/HR Manager.

Essential Duties and Responsibilities:

Accounts Payable Processing – *tasks may include, but are not limited to:*

- Receives and processes all invoices for payment. Coordinates approval on all invoices prior to processing.
- Maintains a list of recurring weekly payments for independent contractors, i.e. teaching artists, musicians, etc.
- Assist with reports as needed for regular income and/or expenses such as Facility Access Fee (FAE,) Actors Equity Dues, Equity Pension & Health payments, etc.
- Insures that there is a payment document for every check written, including creating a check request when needed.
- Reviews Credit Card monthly reports and coordinates with cardholders for receipts that support their expenditures. Enters this data into accounting system.
- Prepares packet of payments for check review and signature.
- Updates the vendor list and staff list.
- Collects contract agreements and other paperwork for 1099 contractors & enters into accounting system.
- Assist in annual audit as needed

Human Resources Support – *tasks may include, but are not limited to:*

- Follow up with online time keeping system to ensure all employees have time entered and approved.
- Assist with weekly payroll processing as needed
- Coordinate with the Finance/HR Manager regarding new hires and payroll changes; update payroll system as needed

- Distributes updated company policies as needed.
- Performs customer service functions by answering HR or health benefit related employee requests and questions.
- Assists with annual open enrollment and renewal of health and dental benefit plans.
- Participates in COVID compliance and safety management as needed
- Files all Human Resource documents appropriately

Cash Receipts – *tasks may include, but are not limited to:*

- Prepares daily cash deposits and takes to bank as needed.
- Files the settlement report packets and deposit documents.

General Business Support/Other Duties

- Monitors office supplies, check stock, etc. and orders as needed.
- Verifies the annual inventory count for concessions, equipment
- Files and maintains the Emergency Contact Information binder
- Assists with regular filing and annual archiving of documents
- Provides general assistance to Finance Manager for projects as assigned.

Minimum Qualifications:

Knowledge, Skills and Abilities:

- Must be able to read, write, speak and understand the English language.
- Ability to work continuously and accurately with numerical figures; perform arithmetic operations such as addition, subtraction, multiplication, or division.
- Must have knowledge of vendor processing with QuickBooks Pro.
- Ability to accurately use 10 key.
- Intermediate knowledge of Microsoft Excel, general knowledge of Microsoft Word.
- Ability to work as a team member in a professional manner with other accounting, administration and program personnel.
- Ability to prioritize daily and weekly tasks.
- Ability to work with a diverse group of people.
- Ability to communicate with others and to assimilate and understand information, in a manner consistent with the essential job functions.

Education and Experience:

AA degree preferred; a high school diploma or general education degree (GED) and relevant work experience may be substituted for educational requirement.

Licenses, Certifications, Requirements*:

- ✓ Must possess a valid California Driver License, a reliable automobile and auto insurance.

- ✓ Must be at least 21 years of age.
- ✓ Must have satisfactory justice dept./public record background
- ✓ Must be vaccinated for COVID 19; proof of vaccination may be either CDC paper card or CDPH digital QR verification.

<u>Pay & Compensation</u>
Starting hourly pay rate: $15 - $17, depending on experience
Other Compensation: 24 hours paid sick time per year; one ticket to each STC show including youth productions.

**Per Federal law, reasonable accommodation may be requested, but is not assured.*