

JOB DESCRIPTION
Office Executive 28-35 hours/weekly
\$20-\$25/hr

The Berkshire County Regional Employment Board, Inc. DBA MassHire Berkshire Workforce Board has a full-time opening for a highly motivated, team-oriented individual to manage office and accounting functions of a non-profit organization. Position requires experience developing and maintaining internal budgets; completing financial reports; reconciliation accounts; must adhere to state and federal accounting systems; and the ability to work independently, with good time management skills. Qualifications include experience with QuickBooks accounting system; grant management; strong communication and organizational skills; and experience with data base programs. Bachelor degree and minimum of 5-years' experience required. E.O.E.

General:

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Manage accounting functions of the BCREB (budgets, maintain accounts, prepare cash reconciliations, financial reports, accounts receivable, invoices, and maintain insurance policies).
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, layouts, and equipment procurement.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Completes operational requirements by scheduling and assigning employees; following up on work results.
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains office staff by assisting with recruiting, selecting, orienting, and training employees. Working knowledge of benefits/human resources. Assists with employee engagement activities.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Achieves financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Contributes to team effort by accomplishing related results as needed.
- Report directly to Executive Director.

Skills and Qualifications:

Prepares budgets & financial statements; Conducts office supply management; Tracks budget/expenses; Manages processes & relationships with funding sources; Develops standard office protocols; Promotes process improvement; Inventory control; Fiscal reporting. Proficient on Quick Books and Microsoft Office products. Willingness to assist with marketing.