



Job Description

Job Title: Business Office Specialist (non-exempt)

Supervisor: Senior Director, Fiscal & Member Services

About NESC: Established in Minnesota Statute 123A.21, the Northeast Service Cooperative helps build, sustain and recreate rural infrastructure and enterprise in education, technology, health care and economic development. Winner of several national awards for innovation, NESC serves and supports 108 member schools, colleges, cities, counties, state agencies, service agencies, health care providers, regional consortia and others. An independent, regional, public initiative, NESC often develops and delivers its services through collaboration between and among boards, staffs, members and colleagues as well as public and private partners.

Summary: Under general supervision, the Business Office Specialist provides administrative, clerical, and organizational services to assist fiscal & member services in its role in assuring the sustainability and growth of NESC. This includes collecting, documenting, assuring, and reporting data and information from across the agency. As a secondary role, the Business Office Specialist is also responsible for supporting members, associates and staff in reaching their goals through timely and accurate information and service.

Duties, Roles, and Responsibilities:

- Perform within the parameters set by board authority including agency mission, policies, planning, budgets and executive management
- Prepare purchase orders, invoices, and check batches
- Assist with the health care insurance pools including monthly activity, reporting, and account resolution
- Assist with preparing budget reports
- Assist with month end and year-end close and preparation for fiscal audits, including the annual audit
- Provide backup and fiscal control with payables, receivables, and bank deposits
- Reviews information and reports for content, accuracy, and format....suggests improvements
- Maintains excel spreadsheets, performs double checks and aides others in support of the department goals
- Communicates with local, regional, and state contacts in the service cooperatives, MHC, insurance carrier, and medical spending account provider
- Maintain contact lists for members, vendors, others
- Adheres to separation of duties, quality control standards, and HIPAA compliance
- Assist staff in identifying and monitoring safe workplace practices and environments
- Perform other duties as requested and/or required

Qualifications (*specific training and/or job experience required*):

- Minimum of two years' post-secondary school with a certificate or degree in administration, business, accounting, finance, math/statistics, human resources, insurance or related field or demonstrated career experience in related field
- Minimum of two years' work experience in administration, business, accounting, finance, math/statistics, human resources, insurance or related field
- Skilled in using Quickbooks, SmartFinance, Excel spreadsheets, and information-based systems
- Strong, balanced set of math, analytical and interpersonal skills
- Experience in the public sector required, experience with service cooperatives preferred
- Access to personal or public transportation available for regular business use

Physical requirements:

- Mobility between and among work stations, within the campus setting, and between and among regional and other locations in working with staff, members, contractors, and associates
- Able to lift items designed to be safely lifted by an adult

Estimated length of time required for new entrant to achieve acceptable level of proficiency:

Six (6) Months