

Keweenaw Family Resource Center Position Description

Title: Business Administration Trainee

Employment Status: 0.625 FTE (25 hours per week)

Reports to: Business Administrator

Effective Date: 12/01/2021

Purpose of the Position: To learn the role of business administrator and provide support for the day to day operations of the Keweenaw Family Resource Center. The right candidate may have the opportunity to advance to the role of Business Administrator.

The Business Administration Trainee will learn to:

- Manage the office, including purchasing and general machine maintenance
- Develop and maintain annual budget, including tracking grant expenditures
- Work with a variety of grant budgets and reporting systems
- Operate payroll services
- Maintain financial records
- Generate reports for KFRC Board meetings, grants or other needs
- Be a member of the Finance Committee
- Attend all weekly staff meetings
- Attend Board meetings as needed
- Maintain donor database, send donors thanks
- Maintain files and records for programs, budget, personnel and Board
- Generate invoices and checks to contractors and vendors
- Gather all information necessary for annual audit with KFRC accountant
- Prepare all tax records, statements, payments, W2 forms and others as necessary
- Maintain KFRC calendar of staff schedules
- Maintain record of paid time off and holidays for all employees
- Represent KFRC as needed on committees and collaborative teams under the guidance of the KFRC director

Skills needed

- Proficient with spreadsheets and other Microsoft office products and general computer operation
- Knowledge of office management
- Good organizational and interpersonal skills
- Team Player
- Detail-Oriented

Qualifications

- A high school diploma or GED
- Must pass a criminal background check
- Must have a negative TB test