

SUMMERS MANUFACTURING COMPANY

POSITION DESCRIPTION

DEPARTMENT: Human Resources

FLSA: Non-Exempt

POSITION TITLE: Business Operations Specialist

IMMEDIATE SUPERVISOR: Director of Human Resources

SUPERVISION RESPONSIBILITIES: No

1. GENERAL SUMMARY OF RESPONSIBILITIES:

Greet and assist visitors, answer phones, and provide support to Human Resources, Accounting, and other departments as needed. Compile payroll data, submit for processing, and maintain all payroll files.

2. SPECIFIC JOB RESPONSIBILITIES – ADMINISTRATIVE:

- A. Greet and assist visitors and customers.
- B. Answer telephone in a professional manner and direct caller to appropriate personnel.
- C. Assist potential employees with job application procedures.
- D. Maintain company information through charts, spreadsheets, filing and general office document procedures.
- E. Pick up, prepare, and take mail to the post office each day. Facilitate special mailings.
- F. Order office supplies
- G. Type various correspondence and documents as needed
- H. Work with executives and department heads to coordinate and make arrangement for company meetings and special events
- I. Receive front desk emails and faxed documents and forward as appropriate

- J. Learn to Record and make bank deposits and back up as necessary
- K. Order all name tags and business cards
- L. Provide administration support to Human Resources function as needed. (Record keeping, file maintenance, Org Chart, etc.)
- M. Assist multiple departments with data entry, maintaining spreadsheets, and other support as needed.
- N. Coordinate and prepare years of service awards and employee recognition items.
- O. Print and Bind operator manuals as needed.
- P. Other duties as assigned.

3. SPECIFIC JOB RESPONSIBILITIES- PAYROLL:

- A. Process all bi-weekly payrolls. (compile PTO, hours tracking, inputting timesheets, creating reports, etc.)
- B. Update employee master files on computer.
- C. Process all quarterly, and year-end reports.
- D. Maintain all employee payroll files, both electronic and hard-copy.
- E. Reconcile benefit deductions.
- F. Update computer spreadsheets and create ad hoc reports as needed.
- G. Answer employee questions on withholding and general payroll inquiries.
- H. Run and distribute W2's, 1095's, and other year-end forms and documents.

4. SPECIFIC JOB RESPONSIBILITIES- ACCOUNTING:

- A. Maintain and register UCC filings with various states and maintain database for expirations and renewals of UCC filings.
- B. Receive payment on account by entering and printing receipts into the computer, and maintain deposit log.
- C. Collect and process salesman bonus forms and W9's, and submit to accounts payable on a monthly basis.
- D. Scan AR records for storage into electronic file system, as appropriate.
- E. Scan AP records for storage into electronic file system as appropriate.

Backup AP in the following areas;

- F. Prepare miscellaneous invoices for payment.
- G. Process invoices with proper purchase orders, packing slips and receiving reports. Resolve invoice discrepancies.
- H. Code invoices with proper general ledger account number, and enter invoice date into ERP system.
- I. Key invoice data into computer

Backup AR in the following areas;

- J. Send out new dealer kits. Process new dealer kits, including running credit checks.
- K. Maintain all accounts receivable master files in ERP.
- L. Take calls from customers regarding billing questions. Maintain the emails for customer service que.
- M. Create and maintain files for invoices, statements and miscellaneous correspondence.
- N. Jointly with Accounting Manager:

- O. Monitor invoices for correct city and state sales tax and track discrepancies for reporting.
- P. Prepare invoices and spreadsheet for refund of city sales taxes on quarterly basis.
- Q. After vendor approval, send out and retain appropriate documentation to set them up in ERP system.

5. JOB SPECIFICATIONS:

A. Education/License/Certification Requirements:

- a. High School diploma or equivalent, required.
- b. Valid North Dakota driver's license with a clean driving record, required.

B. Experience Requirements:

- a. At least three (3) years of office Experience required
- b. Associate's Degree in Business, Accounting, or related field, or equivalent experience, required.
- c. Ability to maintain confidentiality with all information, required.
- d. Excellent oral and written communication skills, required.
- e. Excellent customer relation skills required.
- f. Experience with payroll processing/ HRIS software, preferred.
- g. Keyboarding skills and Microsoft Office proficiency, required.
- h. Successful organizing & prioritizing skills to accomplish multiple projects, required.
- i. Ability to work as part of a team with a variety of personalities, required.

C. Competencies:

- a. Friendly

- b. Honesty/Integrity
- c. Customer Oriented
- d. Responsible
- e. Accountable
- f. Detail Oriented
- g. Enthusiastic

D. Physical Requirements:

- a. Ability to sit for long periods of time, up to six (6) hours per day, required
- b. Manual dexterity, required.

E. Lift and Carry Requirements:

- a. This position requires lifting and carrying boxes of paper and files, weighing up to 30 lbs. in the following situations:
 - 1 Moving boxes of paper short distances from storage facilities to printers.
 - 2 Moving files and boxes of files short distances from file cabinets to work area or storage facilities.

F. Equipment/Tools Requirements:

- a. Ability to utilize office machines such as computer, telephone, calculator, copy machine, postage meter, and printer.

By accepting a position within Summers Mfg., you will become part of a team which comes with the responsibility of promoting a culture that ALL employees are accountable to. This culture is defined as:

Ensuring a safe workplace by always being aware of potential hazards and following all safety rules.

Fostering the company values in communications and decisions made every day by being respectful and promoting a team environment.

Accepting and Supporting the challenge to participate in the continuous improvement efforts by actively contributing in identifying and eliminating waste within the company, by identifying problems, finding solutions, and being an active participant in sustaining those solutions.

Smile every day!

This job description does not list all the duties of the job. Your supervisor may make an assignment of other duties or instructions from time to time.

This assignment of duties or instructions will be within your knowledge and skill base to ensure performance of the assignment in an adequate manner.

Management has the right to revise this job description at any time.

This job description is not a contract for employment, and either you or the firm may terminate employment at any time, for any reason.

JOB DESCRIPTION ACKNOWLEDGMENT

I acknowledge that I have received a copy of the updated job description for my position with Summers Manufacturing. I have read this job description (or had it read to me) and I completely understand all my job duties and responsibilities. I am able to perform the essential functions as outlined, with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. I understand that it is my responsibility to ask my supervisor or human resources for more clarification should I have any questions about my job duties and responsibilities or require a reasonable accommodation.

I understand, and have received a copy of my updated job description.

Signed: _____ Date: _____

Printed Name: _____

Supervisor Signature

Date

Employee or Supervisor comments:

Return this form to Human Resources.