

**Eagle's Nest Foundation**  
**Part-Time Business Office Assistant**  
**Job Announcement and Application 2019**

Eagle's Nest Foundation (ENF), a non-profit organization located in Pisgah Forest, North Carolina, is home to Eagle's Nest Camp (a residential, co-ed summer camp for children ages 6-17), Hante Adventures (an off-site adventure program for teens), and The Outdoor Academy (a residential semester school for high-performing 10<sup>th</sup> grade students). Our mission, "*Experiential education for young people, promoting the natural world and the betterment of human character*", is fulfilled year-round through our programs, staff, volunteers, donors, and Board of Trustees.

**BACKGROUND**

The Business Office at ENF is responsible for all financial and human resources services needed to run its programs. The ENF budget is approved annually by our Board of Trustees and financials are tracked, reviewed, and reported for 10 business units: Foundation, Outdoor Academy (OA), Camp, Hante Adventures (5 trips per summer), Development, and Annual Fund. Donations are made to approximately 16 expendable funds and 7 endowed funds. Human Resources services are provided for approximately 35 full-time year-round staff and 100 seasonal summer staff, and include Payroll, Staffing, Benefits, Compliance, Workers Compensation, Employee Relations and Training.

**POSITION SUMMARY**

The Part-Time Business Office Assistant (PTBOA) is a year-round position, reporting to the Finance Director and Payroll/Human Resources (HR) Manager. The PTBOA will provide assistance with financial duties such as preparing deposits, entering data in accounting software and spreadsheets, proofing and reconciling accounts and statements, preparing and distributing reports. The PTBOA will provide assistance with human resources clerical duties such as collecting and tracking forms, proofing and updating charts in spreadsheets, preparing and running reports for payroll, staffing/hiring, benefits, subcontractors, and audits. The PTBOA shares office space with the Finance Director, Payroll/HR Manager, and Business Office Assistant.

**SPECIFIC FINANCE ASSISTANCE RESPONSIBILITIES**

**Deposits**

1. Verify and assign account numbers to incoming payments
2. Prepare deposits and enter in accounting software
3. Verify, track, and report deposit activity
4. Record journal entries to transfer funds between bank accounts
5. Maintain deposit hard copy and digital files

**Endowments**

1. Review monthly bank statements; prepare worksheet and journal entries to record activity
2. Enter monthly data and run calculations for annual endowed scholarship awards budget
3. Prepare deposits as needed; prepare quarterly and year end endowments overview report

**Monthly Financials**

1. Assist with reconciling revenue accounts to multiple databases
2. Maintain checklist for reconciliations and journal entries needed for monthly financial reports
3. Format, run and distribute monthly financial and journal entry reports
4. Maintain financial report hard copy and digital files

## **Other**

1. Maintain OA student payments accounts; report delinquent accounts to OA Registrar
2. Record OA student purchases in student accounts and overview; assist with reconciling store inventories
3. Reconcile state sales tax accounts; assist with preparing and filing bi-annual report for sales tax refund
4. Assist with budgeting, forecasting and year end reporting for Board of Trustees meetings
5. Assist with preparing documents for annual financial audit; assist with other duties as assigned

## **SPECIFIC HUMAN RESOURCES ASSISTANT RESPONSIBILITIES**

### **Payroll**

1. Form printing, collection and tracking on spreadsheets and file set up
2. Data entry of basic form information into payroll software
3. Assist with proofing of information and paycheck preparation
4. Online entry of New Hire Reporting
5. Post processing assistance with Journal Entries, payroll liabilities reporting and entry in software

### **Staffing/Hiring**

1. Form printing, collection and tracking on spreadsheets and file set up
2. Job posting on websites
3. Updating charts in Excel
4. Orientation assistance

### **Benefits**

1. Form printing, collection and tracking on spreadsheets and file set up
2. Annual Enrollment meeting preparations
3. Notification distribution assistance

### **Other**

1. Tracking training, volunteer hours and benefits information
2. Subcontractor form collection and tracking on spreadsheet and file set up
3. Annual Forms and PTO forms processing, OSHA Report preparations, W-2 and 1099 Form report preparation and mailing assistance
4. Run Monthly and Quarterly Reports
5. Audit preparation
6. Board of Trustee information research and handout preparation
7. Employee celebration assistance
8. General office assistance: phones, copying, scanning, printing, filing, emailing and other duties as assigned

## **JOB SKILLS AND REQUIREMENTS**

- **Accounting:** Experience in double entry bookkeeping, cash basis, accrual, and non-profit accounting preferred; check/ACH deposit banking; reconciling, journal entries, budgets, forecasts, P&L reports, and chart of accounts.
- **Computer Skills:**
  - Intermediate skills in MS Excel for creating, maintaining, and sharing numerous spreadsheets, graphs and charts; accounting software experience (QuickBooks preferred) and proficiency with entering financial data for multiple accounts; selecting report criteria, exporting to Excel, and distributing to users via email; proficiency in learning new software
  - MS Word updating documents
  - Google G-Suite platform (email, drive, docs, sheets); online reporting and research

- **Organization and Attention to Detail:** Excellent skills in accurate data entry, attention to detail, and proofing; strong analytical skills; accurately count and record cash/checks; able to create lists and track forms; maintain organized hard copy and digital filing system.
- **Confidentiality:** High level of professionalism, able to handle sensitive and confidential information
- **Verbal and Written Communication Skills:** Excellent communication skills for interacting with year-round and seasonal staff; banking institutions and vendors; campers, students, parents, and trustees
- **Time Management Skills:** Manage time efficiently and professionally while working in a small office with numerous interruptions; exercise sound judgment in prioritizing workload and meeting deadlines
- **Successful Background Check:** Including credit check, post job offer

#### **EDUCATION/WORK EXPERIENCE**

- Bachelor's degree or equivalent work experience
- Demonstrated experience in accounting and payroll
- *Preferred:* Non-profit business office work experience

#### **WORK ENVIRONMENT AND SCHEDULE**

- Position is expected to average 10-14 hours per week, generally between 9:00am-5:00pm. Wednesday and Friday work hours are required, with potential for other business days. Flexibility is required for increased hours and days primarily at the beginning of the year, during the summer camp season, and during fall forecasting and budgeting. Work schedule to be coordinated with Finance Director and Payroll/HR Manager.
- Position operates in a casual but professional environment and routinely uses standard office equipment such as computers, phones, photocopy/scan/fax machines, and filing cabinets. The ability to lift files and open/close filing cabinets is required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.

#### **COMPENSATION AND BENEFITS**

Eagle's Nest provides an hourly rate, retirement plans, paid time off, lunches during working hours when served during programs sessions, Camp and OA discounts, and pro deals. Specific benefits are outlined in the employment contract.

#### **TO APPLY**

Send resume, cover letter, and completed application form (found at <http://www.enf.org/foundation/employment/>) to [hr@enf.org](mailto:hr@enf.org).

Attention: Andrea Haulk, Payroll & HR Manager  
 Eagle's Nest Foundation  
 43 Hart Road  
 Pisgah Forest, NC 28768

*Eagle's Nest Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, sex, age, disabling condition or sexual orientation.*



# PART-TIME BUSINESS OFFICE ASSISTANT EMPLOYMENT APPLICATION

Name:

Date:

## CONTACT INFORMATION

Street / PO Box:

City, State Zip:

Email:

Phone:

## EDUCATION

Schools and Colleges Attended	Major Subjects	Degree or current status	Years

## EMPLOYMENT EXPERIENCE

List most recent experience first

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving:

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving:

Employer:

Dates:

Address:

Position held:

Phone:

Supervisor:

Email:

Reason for leaving

## OTHER RELEVANT PROFESSIONAL EXPERIENCE


## PERSONAL REFERENCES

No relatives, please

Name:	Phone:
Relationship to applicant:	
Name:	Phone:
Relationship to applicant:	

## SKILLS INVENTORY

Please indicate below your experience and comfort level with each of the following job functions:  
 1 = No prior experience; 2 = Limited experience; 3 = Good experience; 4 = Expert

COMPUTER & SOFTWARE SKILLS	
	MS Office 10 - Excel
	MS Office 10 - Word
	Google G-Suite (email, drive, docs, sheets)
	Accounting Software (Name):
	QuickBooks
	Payroll/HRIS Software (Name):
	Internet research/online reporting

ACCOUNTING SKILLS	
	Assign accounts to incoming payments per Chart of Accounts
	Proof and reconcile bank statements and accounts
	Prepare deposits and enter in software using multiple income and bank accounts
	Make General Journal entries
	Format, run and distribute monthly reports
	Sales tax recordkeeping and reporting
	Budgeting, forecasting and year end reporting

HR & ADMINISTRATIVE SKILLS	
	Payroll – Employee data entry/proofing
	Job Posting on websites
	Employee forms processing, tracking and filing (Payroll, HR, and Benefits)
	Subcontractor/1099 forms processing and tracking
	Preparing/Running HR Reports
	Phones/copying/scanning/filing
	Employee celebration preparations

**Please respond to the following questions on a separate sheet of paper:**

1. What do you find most enjoyable and challenging about working in an administrative support role?
2. How do you think that your prior work and/or educational experience makes you a good fit for work in a part-time business office assistant role?
3. Describe your experience with accounting and human resources.
4. Discuss which aspects of accounting and human resources in which you might be most and least interested.
5. Describe your ideal work environment.
6. Do you have experience working in a non-profit, camp or educational setting? If yes, describe.
7. Describe your understanding of experiential education.
8. Is there anything not included in your resume or cover letter that you would like for us to know?

Have you ever been convicted of a moving violation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:	Have you ever been convicted of a criminal offense for which you could have received a sentence of jail time or imprisonment? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, state the nature and date of the violation:

How did you learn about Eagle's Nest Foundation?

I understand that should an employment offer be extended and accepted, I will fully adhere to the policies of Eagle's Nest Foundation as outlined in the Employee Handbook and Staff Policies. I agree that before I arrive, I will have a physical exam by a physician and submit an Eagle's Nest Foundation medical form including immunization records before starting. I give Eagle's Nest Foundation the right to conduct a background check. I certify that the facts provided on this application are true and complete to the best of my knowledge and authorize Eagle's Nest Foundation to verify their accuracy and to obtain reference information on my work performance. I release Eagle's Nest Foundation from any/all liability of whatever kind and nature which could result from obtaining and having an employment decision based on such information. I understand that, if employed, falsified statements of any kind or omissions of facts on this application shall be considered sufficient basis for dismissal.

Signed:	Date:
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Eagle's Nest Foundation • 43 Hart Road • Pisgah Forest • NC • 28768  
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