



Job Description

Business Assistant

The Academy is seeking a highly organized, personable, efficient individual to serve as the Business Assistant.

POSITION DETAILS:

- Business Assistant reports directly to the Business Manager.
- Some work may be performed remotely, but physical presence in the Tempe office is required at least twice a week, at least 8 hours per week during business hours. Schedule can be flexible.
- Salary is \$10,000 per annum. Payroll taxes will be deducted.
- Expected work week will be 19 hours per week, on average, although some weeks will require more hours and some less.
- Some travel for remote auditions may be required. Evening meetings will be limited but may occur.

RESPONSIBILITIES INCLUDE:

- Manage member roster of Phenom and The Academy Drum and Bugle Corps Programs.
- Manage billing and payment of member fees for the programs.
- Follow up past due payments with reminders and personal contacts as needed.
- Manage collection and storage/retention of member documents for the drum corps, including member contracts, medical forms, medical insurance information and age verification data.
- Manage registration check-in for drum corps audition camps and spring training camps.
- Manage raffle tickets for member fundraiser.
- Assist in donation acknowledgement process.
- Accurate and timely entry of bookkeeping data which may include, as examples:
 - Transaction interface between online store and QuickBooks Online.
 - Member sponsorships and scholarships.
 - Donations and payments received by mail.
 - Purchase receipts for purchases with debit/credit cards.
 - Bank deposits and reconciliations.
- Other tasks assigned by the Business Manager.

DESIRED QUALIFICATIONS:

- Proficient with Excel, Word and QuickBooks Online.
- Knowledge of bookkeeping/double entry accounting.
- Proficient with written and verbal communication skills.
- Knowledge of best practices for handling cash, checks and credit card receipts.
- Ability to work cooperatively with volunteers, instruction/design staff, and other administrative staff.