



Job Title:	Operations Support Specialist	Job Category:	
Department/Group:	Operations	Position Type:	Full Time
Location:	Arlington Heights	Travel Required:	Minimal
Experience Level:	Moderate	Salary Range:	35,000 – 40,000
Reports To:	Operations Manager		
Internal posting URL:			

Job Description

Work to help the Operations Manager with check processing, bookkeeping, payroll and submission processing as well as to manage and support the tracking and billing of the On-the-Job Training (OJT) programs.

Operations and Financial

1. Assist in the generation of reimbursement requests and other documentation as required
2. Assist with compiling supporting grant materials in accordance to funding guidelines
3. Monitor and manage company expenditures against appropriate funding streams
4. Assist in processing payroll and billing documentation and submissions.
5. Prepare invoices for processing by the Operations Manager
6. Helps ensure the following of BCS financial policies and procedures.
7. Assists Operations Manager in compiling data reports for Board of Directors, as requested
8. Aid in procurement and purchasing as needed and assigned
9. Prepares various analyses and works on other projects as directed.

On-the-Job Training (OJT) Support

1. Coordinates with appropriate staff to maintain records of all participants in OJT
2. Maintains tracking documentation for all participants in OJT related training
3. Custodian of all agreement documentation for OJT Related training
4. Coordinates with appropriate staff to ensure milestone/progress reports are completed on a timely basis.
5. Manages and updates the Obligation Report
6. Manages progress tracking for each OJT participant for reporting as required

QUALIFICATIONS AND EDUCATION REQUIREMENTS

1. Related degree or equivalent experience (Accounting, Technical, Managerial)
2. Knowledge and understanding of Accounting Principles, Intuit QuickBooks a plus
3. Strong knowledge of using Microsoft Excel as a tool, including formulas and spreadsheet creation
4. Ability to gather, organize, and analyze information.
5. Excellent written and verbal communication skills.
6. Ability to work with large amounts of paperwork, as required by grant policies.
7. Ability to work in a fast paced, ever changing environment
8. Strong Team Player

Date/Time:	8/26/2014
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