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## Assistant to the Business Office

**Sterling College** in Craftsbury Common seeks a detail-oriented candidate able to perform the front facing and administrative support in accounts payable and student account functions for a small liberal arts college with a focus in ecological thinking and action. The qualified individual needs strong administrative and relationship skills, with the demonstrated ability to work with students, colleagues, vendors and visitors.

**Position Summary:** This position is responsible for day-to-day, in-person engagement in the business office, supporting students, employees and vendors, managing accounts payable, tracking and organizing related files. The successful candidate should be able to engage with others around potentially confusing issues with confidentiality and kindness, appropriately assess and prioritize work, work independently with speed and accuracy, and seek out opportunities to aid the work of the college.

This position is managed by the President's Office and work is coordinated with the Chief Financial Officer. At times the position will provide backup for special finance projects, and other administrative responsibilities in support of college business needs. This position could be part-time or full-time depending on the needs of the successful candidate.

Responsibilities and regular tasks: Requires an individual who is detail-oriented and comfortable with data entry, Excel and other computer software; who works with accuracy and speed; is able to prioritize work, meet deadlines, and work against a fluid list of open items.

- Manage Accounts Payable services including entering invoices, processing checks, wire transfers and ACH payments as appropriate.
- Verify completeness and accuracy of invoices, confirm appropriate coding, and upload supporting documentation.
- Process credit card payments and remote bank deposits.
- Work with employees to assure timely payments to College vendors, manage reimbursements, verify invoices and accounts for payment, and work with vendors around questions on invoices and payment processes.
- Maintain employee and vendor information and communications.
- Support students and parents in accessing billing information, making payments, and establishing payment plans.
- Work with Community Life to process payments for student activities.
- Provide support to and manage physical human resource files and payroll documentation for College Work Program and employees.
- Provide administrative support and collaboration with Dean Dorton and the Chief Finance Office in the workings of the business office.
- Manage timely communication through the Accounts Payable and Business Office email accounts.
- Perform other administrative tasks as requested by college leaders.
- Periodic project work or other duties as assigned in support of College work and events.

### Skills and Capabilities

- Demonstrated experience engaging from a stance of helpfulness and professionalism
- Demonstrated success working with detailed administrative and/or financial information in a timely fashion with a high degree of accuracy
- Demonstrated ability to successfully use and learn technology
- Demonstrated experience maintaining confidentiality
- Demonstrated critical thinking and organizational skills
- Strong written and verbal communication skills
- Demonstrated knowledge of and comfort with Excel and Google Suite
- Experience with Blackbaud software or similar systems; preferred
- A two- or four-year degree in business administration or equivalent work experience; preferred
- Demonstrated interest and commitment to the mission of Sterling College; preferred

### Physical and Environmental Expectations

- Able to keyboard and utilize standard office equipment the majority of an eight-hour work day
- Lifting and carrying up to 20 pounds occasionally
- Working in an office setting that has heating and cooling systems
- Walk around campus and climb stairs, including but not limited to accessing the office on the second floor of a building without an elevator

### Salary & Benefits

Competitive salary based on experience  
Paid sick leave and vacation  
Paid holidays  
Parental leave  
Paid Bereavement

Medical, Dental, and Vision Insurance  
Basic Term Life Insurance  
Long-Term Disability Insurance  
Travel Accident Insurance  
Retirement Contribution

Sterling College is an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, gender identity, sexual orientation, pregnancy and pregnancy-related conditions, or any other characteristic protected by law.

### Application Process

The position will remain open until an appointment has been made, but application review will begin immediately. Candidates should send the following materials electronically: cover letter, résumé, and contact information for three references. References will not be contacted without candidate permission. Application materials should be addressed and emailed as a single PDF file to: Micki Martin at [mmartin@sterlingcollege.edu](mailto:mmartin@sterlingcollege.edu).