**CURRENT JOBS IN MANAGEMENT AND BUSINESS**

The National Employment Bulletin for the Business Professions

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**East/Northeast**

**ASSISTANT MANAGER/CO-MANAGER**, Rainbow USA, Norwalk, CT. Responsible to understand all aspects of store operations, including visual merchandising, asset protection, and expense control, as well as ensuring everything is done with client top of mind. Req 2 yrs previous management experience in a women’s apparel specialty store; with excellent ability to train and motivate staff; strong interpersonal skills. [http://www.rainbowshoponline.com/jobs/jobinfo.php?job=Assistant%20Manager/Co-Manager&city=Norwalk&state=CT&Jobid=00234061020151027040](http://www.rainbowshoponline.com/jobs/jobinfo.php?job=Assistant%20Manager/Co-Manager&city=Norwalk&state=CT&Jobid=00234061020151027040)

**CONTROLLER**, Building Educated Leaders for Life, Boston, MA. Oversee BELL’s chart of accounts, ledgers, and reporting systems to ensure compliance with appropriate GAAP standards and regulatory requirements; maintain internal controls and safeguards for the receipt of revenue and the expenditure of funds; reconcile bank statements, balance sheet, revenue and expense accounts on a monthly basis; coordinate the annual audit and preparation of federal and state tax filings by outside firm; and ensure the accurate processing of a bi-weekly payroll and the filing of all required payroll reports. Req BA/BS; have solid experience in coordinating audit activities and managing reporting, budget development and analysis, accounts payable and receivable, general ledger, payroll, and accounting for investments and technology savvy with experience in selecting and overseeing software installations, managing relationships with software vendors, and advanced knowledge of accounting and reporting software; strong interpersonal and communication skills. [https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BELL&cws=8&rid=1923](https://chk.tbe.taleo.net/chk01/ats/careers/requisition.jsp?org=BELL&cws=8&rid=1923)

**ACCOUNTS PAYABLE INVENTORY COORDINATOR**, Southern Wine & Spirits, Syosset, NY. Calculate and input duty, federal excise taxes and freight cost data; research and resolve system vs. invoice pricing, and quantity issues; maintain and update supplier information files; work with staff accountants on monthly reconciliation of inventory cost related issues; communicate information on cost and gross profit issues to related departments; resolve internal and external customer issues in a timely and satisfactory manner; and support internal and external audit activities, as required. Req BA/BS; 1-2 yrs general accounting experience, preferably in inventory accounting; excellent communication skills. [http://jobs.southernwine.com/new-york-state/accounting-and-finance/accounts-payable-inventory-coordinator-jobs](http://jobs.southernwine.com/new-york-state/accounting-and-finance/accounts-payable-inventory-coordinator-jobs)

**SALES ASSOCIATE/STOCK**, Rainbow USA, Harrisburg, PA. Req 6 mos experience as a department manager in a retail store; have excellent ability to train and motivate staff; strong interpersonal skills. [http://www.rainbowshoponline.com/jobs/jobinfo.php?job=Sales%20Associate/Stock&city=Harrisburg&state=PA&Jobid=00259060320151347010](http://www.rainbowshoponline.com/jobs/jobinfo.php?job=Sales%20Associate/Stock&city=Harrisburg&state=PA&Jobid=00259060320151347010)

**PRODUCT MANAGER**, Culturalist, New York, NY. FT. Manage the product development process; plan releases and iterations; facilitate the work of our product and business teams; keep everyone in the loop; follow-up every commitment and chase down every detail; and conduct user tests and interviews. Req BA/BS; have experience delivering non-trivial, public web, mobile or social platform products and experience working with Agile processes (ideally Scrum or XP); strong communication skills. [https://authenticjobs.com/jobs/24572/product-manager](https://authenticjobs.com/jobs/24572/product-manager)

**RETAIL ASSISTANT MANAGER**, Reebok, Rehoboth Beach, DE. FT. Create an appealing, easy-to-shop environment for customers by coordinating his/her team to consistently execute visual merchandising and housekeeping standards in assigned area of responsibility; ensure the product offer available to customers is maximized in assigned area of responsibility by coordinating product replenishment from the stockroom to the sales floor; supervise sales transactions to ensure quick and accurate processing while adhering to cash protection procedures; and maintain a safe shopping and working environment by ensuring company policy and procedures are adhered to within assigned area of responsibility. Req HS Diploma/GED; 12 mos experience working in a sports/fashion customer & commercial focused retail environment; have advanced selling experience and comprehensive product, retail and industry understanding as well as supervisory experience and excellent Skills in operating personal computers, POS systems, and various software packages including MS office; with knowledge and understanding of profit and loss statement and store KPIs to make commercial decisions based on sound financial judgment; strong interpersonal and communication skills. [https://jobs.adidas-group.com/job/Rehoboth-Beach-Retail-Assistant-Manager-Rehoboth-0057-DE-19971/263578100/](https://jobs.adidas-group.com/job/Rehoboth-Beach-Retail-Assistant-Manager-Rehoboth-0057-DE-19971/263578100/)

**ANALYST, PAYROLL**, BlackRock, DE. FT. Manage the US Payroll Operations mailbox, and respond to all inquiries on a daily basis; maintain Manual Check, Void Check; coordinate update of tax rates used in equity conversions (TAX); address queries from various internal departments such Compensation Accounting, HR and the Benefits team; participate in the pre- and post- payroll processing reviews with vendor and ensure proper handling of issues and use of controls to mitigate risk; and work on department projects, as needed. Req BA/BS; 2-3 yrs of payroll experience; have solid functional knowledge, and a minimum of 4 years’ experience in a large payroll department, preferably in the financial services industry and with some experience in managing others and understanding of payroll processing and regulations, including Federal and state specific rules; strong organizational and time management skills. Job ID No: 150558. [https://blackrock.taleo.net/careersection/br_prf_cj/moresearch.ttl](https://blackrock.taleo.net/careersection/br_prf_cj/moresearch.ttl)
ONLINE MARKETING ANALYST. TripAdvisor, Boston, MA. Exceed aggressive consumer traffic and ROI goals for the display advertising channel across the entire TripAdvisor VR business; develop tests, measure results, learn, and improve approach to various display advertising campaigns and initiatives; track, analyze and report on key performance metrics and provide actionable data-driven recommendations based on results; contribute to strategy development for campaigns across all channels, including identifying new programs and opportunities; and work cross-functionally across consumer marketing, creative, product management, and development teams as needed. Req BA/BS; 1-3 yrs of relevant experience, preferably at a consumer internet company; have experience managing large and sophisticated online display campaigns, including Facebook and/or Google; have experience working cross-functionally across teams; strong communication skills. Job ID No: FL1010091. https://tripadvisor.taleo.net/careersection/2/moresearch.fl

RECRUTER. Planned Parenthood of New York City, Inc., New York, NY. FT. Develop and implement recruitment strategies for PPNYC; facilitate the recruitment process including screening resumes, scheduling and performing interviews, and appraising applicants for positions within PPNYC; assist in the coordination of the new hire orientation on agency policies and procedures in conjunction with the Human Resources Manager; and responsible for knowledge of PPNYC policies and procedures. Req BA/BS; 1-3 yrs of applicable and/or related experience in Human Resources with an emphasis on staffing and selection; excellent interpersonal and communications skills; have strong PC skills necessary including prior experience working with HRIS (ADP preferred) and recruitment management systems (PeopleFluent preferred). Job ID No: BK20152303-84486. https://plannedparenthoodny.com/joblist.html

CASH ROOM ACCOUNTING CLERK. New England Aquarium, MUL, MA. Pre/TEMP/SEASONAL. Prepare daily cash and check banks for user departments; verify daily cash and check deposits; handle all cash and check receivables; reconcile all coupon deposits (daily/monthly); distribute and monitor parking passes and petty cash; and responsible for opening and closing procedures, such as balancing cash on hand. Req HS Diploma/GED; 1-2 yrs of cash handling experience; have clerical accounting experience and detail oriented able to work under pressure performing cash handling and administrative duties without errors; strong communication skills. https://nuq.applicantpro.com/jobs/225036.html

EVENTS COORDINATOR. Audubon, New York, NY. FT/REG. Help build and finalize invitation lists, follow up with invitees, and organize the process of requesting gifts and securing pledges; coordinate event logistics, such as catering, entertainment, facility and audio visual needs, travel and lodging; work with staff to reconcile payments and perform list extractions for a variety of event-related and fundraising mailings; develop project timelines and hold staff accountable for completing actions necessary for event success; and serve as the Audubon liaison to professional event planners and key vendors. Req BA/BS; 2-3 yrs’ experience supporting special events for an organization; proficient in Microsoft Office applications; have experience with reporting from donor/event databases and familiarity with event venues and opportunities in New York City; excellent organizational and communication skills. https://careers.audubon.org/jobs/2518/events-coordinator/job

JUNIOR STAFF ACCOUNTANT. TripAdvisor, Newton, MA. Prepare accurate monthly invoices in accordance with contract terms; communicate effectively with TripAdvisor Sales team to obtain information necessary to complete monthly invoicing; work with internal sales and customers for resolution of billing discrepancies; and assist with other finance projects and month-end close work. Req BA/BS; have understanding of debits and credits along with journal entries and highly skilled in Excel and Word; strong communication skills. Job ID No: 011989. https://tripadvisor.taleo.net/careersection/2/moresearch.fl

ACCOUNTS PAYABLE INVENTORY COORDINATOR. Southern Wine & Spirits, Syosset, NY. Verify and input inventory cost data; calculate and input duty, federal excise taxes and freight cost data; research and resolve system vs. invoice pricing, and quantity issues; maintain and update supplier information files; work with staff accountants on monthly reconciliation of inventory cost related issues; communicate information on cost and gross profit issues to related departments; assist in the monthly physical inventory and data entry of inventory counts; and support internal and external audit activities, as required. Req BA/BS; 1-2 yrs general accounting experience, preferably in inventory accounting; excellent communication skills; have strong analytical skills and basic knowledge of accounting and finance principles. http://jobs.southernwine.com/new-york-state/accounting-and-finance/accounts-payable-inventory-coordinator-jobs

CUSTOMER SUCCESS MANAGER. Sonicbids, Boston, MA. FT. Assist in developing first-ever company customer success program; ensure customer successes and work toward problem resolution for tough recruiting scenarios; develop deep customer relationships that uncover untapped account growth opportunities; track and report account performance metrics; and generate referral opportunities from current accounts. Req have previous experience in customer success within a tech company and previous experience in working with small businesses (esp. in the entertainment or dining industries); with experience in generating engaging success marketing content. https://jobs.lever.co/backstage/741b3a2f-c6c0-4a0f-8e98-9bb6d25810d

ASSISTANT FACILITIES MANAGER. The American Institutes for Research, Washington, DC. Interact with property management on day-to-day environmental, operational, and maintenance issues; responsible in maintenance of facility appearance to a “Class A” level for AIR’s Georgetown locations; and process and procedure development, maintenance, and improvement. Req BA/BS; with working knowledge of Computer Assisted Facility Management (CAFM) systems; proficient in the use of MS Outlook, Word, Excel, PowerPoint, Project and AutoCAD; strong communication skills. https://jobs-airdc.icims.com/jobs/8533/assistant-facilities-manager/job

EVENTS MANAGER. SAFF Campus Activity Facilities, Washington, DC. Assure that schedule information is entered accurately in the event scheduling software (EMS) and that printed schedule represents current information about each event including start and end times, contact name and event name; and maintain wait list and notifies contact person in the event of space availability. Req BA/BS; 3 yrs of administrative or equivalent experience working in a large and diverse organization and experience scheduling events; with specific experience with database, word processing and spreadsheet software; have strong organizational skills, be able to perform multiple tasks simultaneously and work productively through regular interruptions; strong communication and interpersonal skills. https://jobs.georgetown.edu/PA.php?posNo=20142201

HUMAN RESOURCES & PAYROLL COORDINATOR. Ascend Learning Network, Brooklyn, NY. Verify I-9 documentation and employment status via the use of E-Verify; process on-boarding paperwork and ensure HRIS is 100% accurate at all times by maintaining proper staff information and processing staff change requests; manage and maintain all staff files and ensure they are kept in a safe and secure place; maintain employee confidence and protect HR and payroll operations by keeping information confidential; and plan and coordinate outings for the network staff and human resources related special events at our schools (i.e. benefits presentations, wellness initiatives, office hours). Req BA/BS; 2-3 yrs of related work experience in a fast-paced, rapidly evolving environment; have preferred systems and software include QuickBooks, ADP, Paychex, Checkpoint HR. https://ascendlearningsecure.force.com/careers/bs_2_JobDetails?jobId=a0x1200000C0L4tAA&tnSource=

EMPLOYEE DEVELOPMENT COORDINATOR. Aesop USA, New York, NY. Report to the Employee Development Manager, the position will focus on the facilitation of the end-of-the-end recruitment process at Aesop; and work with various teams within Aesop to provide advice and support on a range of Employee Development (ED) related topics and will be exposed to a broad range of Employee Development related projects and initiatives. Req BA/BS; 1-2 yrs’ experience with retail recruitment; have understanding of and experience with USA Federal and State labor laws and working knowledge in a diverse range Employee Development topics; strong communication and language skills. http://www.aesop.com/au/article/usa-employment.html#RetailBusinessManager
TERRITORY ACCOUNT MANAGER. Metalogix, Washington, DC. Responsible in personally quoting, supporting, and closing business related to opportunities that are not handled by the outside sales force. Req BA/BS; have strong computer skills and proficiency in MS Office and customer Relationship Management (CRM) application experience; excellent communication skills. http://jobs.bvp.com/jobdetail.php?jobid=218296

ASSISTANT BANQUET MANAGER. Park Hyatt New York, New York, NY. FT. Responsible for managing banquet events at the hotel; and supervise event room set-ups, service, and maintenance of all banquet functions and banquet equipment. Req have true desire to satisfy the needs of others in a fast paced environment; strong communication skills; proficient in basic computer skills. Job ID No: NEW004566. https://hyatt.taleo.net/careersection/10780/joblist.ft

INVENTORY CONTROL COORDINATOR. Southern Wine & Spirits, Syosset, NY. Process claims for product shortage not received by warehouse; notify vendors or suppliers of all shortages; assist with all payments and refund collections for freight claims; maintain and update the spoils and/or damages to inventory in all warehouse locations; work and communicate, via the Inventory Control e-mail folder, with various departments on inventory issues in a timely and satisfactory manner; resolve internal and external customer issues in a timely and satisfactory manner; and support internal and external audits, as required. Req BA/BS; 1-2 yrs general accounting experience, preferably in inventory accounting; excellent communication skills; have strong analytical skills and basic knowledge of accounting and finance principles and Microsoft Office with focus on basic Excel knowledge. http://jobs.southernwine.com/new-york-state/accounting-and-finance/jobid7385610-inventory-control-coordinator-jobs

South/Southeast

ACCOUNT SPECIALIST II. Adidas Group, Spartanburg, SC. FT. Receive, review for accuracy, process, key-in and follow-up on phoned in and written orders, inquiries, revisions, cancellations and problems; complete the processing of adjustments to customers’ initial orders that are initiated by phone calls to Account Specialists 1; and audit the “Account Management Report” and any other assigned reports on a weekly/monthly basis in order to become a proactive participant, along with the Sales Rep, in the management of assigned accounts. Req BA/BS; 1 yr experience and/or training; have previous experience in a role involving in direct Interaction with external or internal Customers; proficient in core computer systems ( examples SAP, Microsoft- Excel, Outlook); strong communication skills. https://jobs.adidas-group.com/job/Spartanburg-Account-Specialist-II-SC-29301/272478100/

ASSISTANT MANAGER. Gap Outlet, Bossier City, LA. Support implementation of Gap Inc. Outlet initiatives in store; ensure store standards and processes are consistently maintained at all times; communicate relevant customer feedback to HOS and/or Associate Manager; execute projects in a timely manner as directed by HOS and/or Associate Manager; contribute to the achievement of all store financial, revenue and expense targets; and manage labor effectively to maximize productivity and achieve daily/hourly targets. Req HS Diploma/GED; 1+ yrs retail supervisory experience, or prior equivalent experience; have ability to effectively communicate with customers and store personnel; strong time management and organizational skills. Job ID No: 151427. https://gapinc.taleo.net/careersection/2/moresearch.ft

SUPERVISOR BILLING/COLLECTIONS. KCI Licensing, Inc., Charlotte, NC. FT. Act as a resource for internal and external customer; to include field personnel, medical professionals and other cross-functional areas to meet department’s goals; monitor employees and department performance on key performance indicators; communicate status appropriately; perform analysis and reporting for management as required; conduct monthly meetings as well as monthly individual meetings with employees; and prepare and document monthly, quarterly and annual performance evaluations. Req HS Diploma/GED; 1 -3 yrs of previous supervisory experience; with proven ability to maintain complete confidentiality and discretion in business relationships and express sound business judgment and experience with Microsoft Office applications including Word, Excel, and Outlook; excellent telephone customer service skills. Job ID No: 09444. https://kci.taleo.net/careersection/prof/moresearch.ft

ASSISTANT MANAGER. Gap Outlet, Bossier City, LA. Support implementation of Gap Inc. Outlet initiatives in store; ensure store standards and processes are consistently maintained at all times; communicate relevant customer feedback to HOS and/or Associate Manager; execute projects in a timely manner as directed by HOS and/or Associate Manager; contribute to the achievement of all store financial, revenue and expense targets; and manage labor effectively to maximize productivity and achieve daily/hourly targets. Req HS Diploma/GED; 1+ yrs retail supervisory experience, or prior equivalent experience; have ability to effectively communicate with customers and store personnel; strong time management and organizational skills. Job ID No: 151427. https://gapinc.taleo.net/careersection/2/moresearch.ft

GUEST SERVICES ASSOCIATE. Laurel Crest, Pigeon Forge, TN. FT. Check Guests in/out in the most efficient and courteous manner; collect balances and post appropriate room charges; answer and transfer calls from the switchboard using proper telephone etiquette; coordinate with all other departments to ensure a seamless and satisfactory response to guest's requests; run beginning and end of shift reports; open and close out credit card machines and cashier audit reports; and process advance deposits when making reservations. Req HS Diploma/GED; 1 yr Customer Service, Hospitality experience. Job ID No: 15-0438. http://jobs.bluegreenvacations.com/resorts-guest-services-associate-laurel-crest/65387953

RETAIL COST CONTROL CLERK. Waldorf Astoria Hotels & Resorts, Boca Raton, FL. FT. Responsible for the organization and realization of the monthly retail inventories; prepare monthly cost reports with explanation and investigation of variances, both physical and in the general ledger; and research of inventory shrinkage and waste management. Req have passion about delivering exceptional guest experiences. Job ID No: HOT01K7B. https://hilton.taleo.net/careersection/hr Jobs/moresearch.ft

TAX ANALYST. Spirit Airlines, Inc., Miramar, FL. Assist in preparation of annual federal and state income and franchise tax returns and supporting work papers; prepare quarterly estimated payments based on the forecast; monitor federal and state legislation changes which will impact company’s filings; communicate with federal and state authorities to resolve tax notices received; and research relevant authoritative guidance and assist director of corporate taxes with preparation of monthly, quarterly and annual income tax provisions. Req BA/BS; have previous experience with income tax compliance software and familiarity to topics such as effective tax rate reconciliations, deferred tax reconciliations and foreign income tax provisions; excellent communication skills; proficient in using Microsoft products such as Excel and Word. https://re12.ultipro.com/SPI1000/JobBoard/JobDetails.aspx?jobid=85IE60C7388F23611F

JUNIOR ASSISTANT MANAGER. Rainbow USA, Wilmington, NC. Req 6 mos experience as a department manager in a retail store; have excellent ability to train and motivate staff; strong interpersonal skills. http://www.rainbowshoponlines.com/jobs/jobinfo.php?&job=Junior%20Assistant%20Manager&city=Wilmington&state=NC&Jobid=01447060320151158050
SALES/TRADING ASSISTANT I, Raymond James Financial, Inc., Atlanta, GA. Assist in tracking and confirming transactions and communications for accuracy; accept, screen and route telephone calls and maintains record of inquiries, as required; maintain currency in sales trading practices and procedures; operate standard office equipment and uses required software applications; communicate effectively, both orally and in writing; provide a high level of customer service, including demonstrating sensitivity to customer needs and responding proactively; and work independently as well as collaboratively within a team environment. Req HS Diploma/GED; 1 yr of experience in the financial services industry. http://jobs.raymondjames.com/atlanta/trading/jobid/760930-sales-trading-assl-i-atlanta-tn-jobs

STAFF ACCOUNTANT, Southern Wine & Spirits, Miramar, FL. Apply principles of accounting to analyze/reconcile financial information and prepare financial reports and statements; prepare journal entries; close general ledger and issue financial statements; monitor asset acquisition, transfer, and disposition activities; prepare various account reconciliation, audit schedules and various tax filings; and collaborate with multiple departments to produce required analyses across a variety of business units. Req BA/BS; 2 yrs accounting general ledger experience; have advanced Word and Excel to include pivot tables and formulas and familiar with standard concepts, practices, and procedures within accounting. http://jobs.southernwine.com/Florida/accounting-and-finance/jobid/6944923-staff-accountant-jobs

FINANCIAL AID OFFICER, Everglades University, Boca Raton, FL. Assist the student with filling out the FAFSA; create cost estimates and explain funding options to the students and parents; work with students to obtain the documentation necessary to process their aid if they are selected for verification; review weekly reports to ensure all students’ financial aid has been processed; submit financial aid packages to be processed by established deadlines; and ensure a low rate of return due to errors on all packages submitted to be processed. Req BA/BS; have demonstrated ability of Key Behaviors and knowledge of Federal and State funding programs; with financial Aid Experience and ability to work assigned/ flexible hours necessary to complete the job on a weekly basis. http://keiseruniversityevergladesuniversity.hodesiq.com/job_detail.asp?JobID=4097555

BOOKKEEPER, St. Juliana Church, West Palm Beach, FL. PT (25 hrs/wk). Assist Pastor and Finance Council in preparation of annual budget; coordinate all employee benefits tasks with the Diocese of Palm Beach Benefits Office; handle sensitive material and serves as a liaison to other staff members; prepare and support monthly, quarterly and annual financial statements for Pastor and Finance Council; and attend Finance Council, Parish Council and other committee meetings appropriate to the position. Req BA/BS; 3+ yrs of financial leadership experience; have knowledge and experience with parish financial administration and expense; proficient in MS Office Suite, including Excel, Word, Outlook and navigating the Internet; excellent communication skills. http://www.diocesepgb.org/index.cfm?fuseaction=employment.showDetail&content_id=213

SALES REPRESENTATIVE (TIPS), Big Ass Solutions, Lexington County, KY. Call on new customer leads in assigned territory to introduce BAS products and generate business; ask customers for products and make appropriate recommendations of product application; and explain products or services and prices, and answer questions from customers. Req BA/BS; have familiarity with cloud based CRM and proficient in Microsoft Office products; excellent communication skills. http://jobs.bigasssolutions.com/big-ass-careers/live-big-ass/j?vi=omJZJwyJob

ACCOUNTS PAYABLE COORDINATOR, Cortland Partners, Atlanta, GA. Manage weekly check runs; send Community Manager AP progress report following weekly check runs; prepare vendor checks for mailing; review payable batches received for accuracy; enter property payables for corporate expenses; copiers, marketing and draws; assist with accounting projects and research; and reconcile vendor statements. Req BA/BS; 3 yrs of related experience; with previous experience on accounting systems and OneSite experience; strong communication skills. Job ID No: 2015-2151. https://jobs-cortlandpartners.icims.com/jobs/2151/accounts-payable-coordinator/job

DEVELOPMENT & SPECIAL EVENTS MANAGER, Miami Children’s Museum, Miami, FL. Plan and execute all signature fundraising events including Annual Gala, Halloween Bash and other events; identify and solicit relationships with new sponsors that will ensure growth of signature events; assist Development staff with directing and implementing fundraising initiatives; and participate in professional development activities to enhance knowledge and skills, including reading fundraising periodicals, journals and e-newsletters, attending professional development conferences, and other related activities. Req BA/BS; 2-3 yrs of development experience; have previous experience in major events management; strong interpersonal, communication skills, organizational and planning skills. http://www.miamichildrensmuseum.org/index.php/development-and-special-events-manager

SUPPLIER BILLING SPECIALIST, Southern Wine & Spirits, Miramar, FL. Solicit payment from supplier representatives and/or suppliers on overdue accounts; provide copies to suppliers or divisional personnel of invoices and backup as needed; maintain communication with supplier representatives and divisional personnel to keep supplier accounts up-to-date and accurate; prepare special supplier analysis and other special projects as assigned; and communicate with the Team Lead on progress made on accounts listed on the Aging Report. Req BA/BS; 2 yrs experience in collection; have experience in dealing with at least $4.0 million in receipts weekly; excellent communication skills; have knowledge of accounting and finance principles and proficiency in PC skills, particularly word processing and spreadsheet applications. http://jobs.southernwine.com/florida/accounting-and-finance/jobid/7400160-supplier-billing-specialist-jobs

FINANCIAL ACCOUNTING CLERK, RR Donnelley, Nashville, TN. FT/REG. Ensure postage and freight is processed in accordance with established guidelines; work with plant to resolve issues relating to postage/freight; maintain current knowledge of department operating procedures; and utilize financial system and computer applications to input, retrieve or display accounting information. Req AA; have previous General Ledger Accounting experience and strong knowledge of Accounting methodology; with knowledge of InfoShare or SAP accounting systems; strong communication and interpersonal skills; proficient in Microsoft Office products (i.e. Excel, Access, and PowerPoint). Job ID No: 22780. https://rrdonnelley.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=194478&company_id=16098

BUYER, Big Ass Solutions, Lexington County, KY. Develop, evaluate, and maintain relationships with suppliers; work with receiving, reviewing inspection, and accounts payable to ensure parts and materials are received, passed inspection and invoiced consistent with the purchase order; evaluate/review quotations; resolve issues related to supplier quality, pricing, and delivery in a timely manner; and assist with documenting departmental processes. Req BA/BS; 1-3 yrs minimum purchasing/supply chain experience; with knowledge of and experience using Microsoft Office. http://jobs.bigasssolutions.com/big-ass-careers/live-big-ass/j?vi=ZV0fWzJ

FINANCIAL ACCOUNTING CLERK, RR Donnelley, Nashville, TN. FT/REG. Ensure postage and freight is processed in accordance with established guidelines; partner with internal department plant liaison to resolve discrepancies; enter postage and freight into Sub ledger system; create journal entries related to postage/freight; work with plant to resolve issues relating to postage/freight; handle postage and freight receivables; and complete postage and freight reconciliation. Req AA; have previous General Ledger Accounting experience and strong knowledge of Accounting methodology; with knowledge of InfoShare or SAP accounting systems; strong communication and interpersonal skills; proficient in Microsoft Office products (i.e. Excel, Access, and PowerPoint). Job ID No: 22780. https://rrdonnelley.silkroad.com/epostings/index.cfm?fuseaction=app.jobinfo&jobid=194478&company_id=16098
BOOKKEEPER. Medical Facilities of America, Inc., Roanoke, VA. FT. Responsible for the maintenance of accounts receivable and patient trust accounts while in compliance with company policies and procedures as well as state and federal regulations. Req have previous experience in a long term care environment; excellent communication skills. Job ID No: 1018. http://www.mfa.net/main/careers/search-job-openings

RETAIL STORE MANAGER. Adidas Group, Williamsburg, VA. FT. Allocate resources and organizes processes to drive profitability in a variety of situations and market conditions; manage an appealing, easy-to-shop environment for customers by ensuring visual merchandising and housekeeping standards are maintained consistently throughout the store; ensure store team compliance with all store policies and procedures in addition to providing suggestions and ideas on ways to improve systems and processes; and track store performance data (e.g. best sellers, weekly forward demand and sales per square foot) and responds with solutions that drive commercial success. Req BA/BS; 18 mos experience working in a sports/fashion customer & commercial focused retail; have knowledge and understanding of profit and loss statement and store KPIs to make commercial decisions based on sound financial judgment; strong interpersonal and communication skills. https://jobs.adidas-group.com/job/Williamsburg-Retail-Store-Manager-Williamsburg-191-VA-230812/267427300/

TERRITORY ACCOUNT MANAGER. Penton, Atlanta, GA. Grow the number of enterprise level customers within the equipment finance and inland marine insurance markets; deliver consultative solutions including batch processing, website subscriptions and custom insights analysis; work with analysts and development team to provide feedback and insights during the product development process, including new ideas for products stemming from customer relationships; and establish / extend industry relationships that facilitate growth of brand awareness. Req BA/BS; 2+ yrs previous sales experience selling web based services and other data-driven products; have previous experience running webinars and/or web-based tutorials and previous experience in the construction / agricultural machinery industries; strong interpersonal and communication skills. http://hire.jobvite.com/CompanyJobs/Careers.aspx?c=sq19Yfw&pkpage=Job%20Description&q=j=09hm0fww

Midwest

BUSINESS DEVELOPMENT COORDINATOR. The International Food Protection Training Institute, Battle Creek, MI. FT. Work very closely with the IFPTI Leadership Team members and Senior Staff to initiate and complete business development tasks; serve as proposal coordinator, as appropriate, on priority funding opportunities; communicate back to internal group the outcome of negotiating/proposals focusing on conveying the expectations set forth such as critical timeframes and expectations; and facilitate the bi-weekly business development meeting where proposals and project opportunities are reviewed and progress is evaluated. Req BA/BS; have knowledge, intellect, temperament, and flexibility to work effectively in a fast-paced, collegial, and energetic environment; strong interpersonal and oral communication skills; proficient with Windows and Microsoft Office Suite. https://www.smartrecruiters.com/InternationalFoodProtectionTrainingInstitute/83359416-business-development-coordinator

STAFF ACCOUNTANT. Hilton Minneapolis, MN. FT. Responsible for responding to guest inquiries and request and resolving guest billing disputes in the hotels continuing effort to deliver outstanding guest service and financial profitability; respond to guest inquiries, charge inquiries and requests in a timely, friendly and efficient manner; research and resolve guest billing disputes in a timely, friendly and efficient manner; and answer guest service calls, contact guests via telephone, complete telephone request forms and send correspondence/folios to guests (e-mail, facsimile, mail, etc.). Req with passion about delivering exceptional guest experiences. Job ID No: HOT01MOS. https://hilton.taleo.net/careersection/pr_jobs/moresearch.ftl

RETAIL SUPPORT ASSOCIATE. Macy’s Mayfair Mall, Wauwatosa, WI. PT. Process merchandise to floor ready standards and assist the Merchandise Team Lead with the placement of merchandise on the sales floor; assist customers in all aspects of service fulfillment (i.e. BOPs); and have the ability to qualify customer needs, figure out what’s right for them, and then get them in touch with the right associate, MBA, or Personal Shopper; communicate issues to Manager and or Merchandise Team Lead; participate in stockroom maintenance, organization, and housekeeping; and attend to customer service needs in a friendly and helpful manner when approached. Req have basic math functions such as addition, subtraction, multiplication, and division and possess strong merchandising skills; excellent communication skills. Job ID No: 71235105. https://macys.taleo.net/careersection/macys.retail.issa.career.section/moresearch.ftl

CUSTOMER SUPPORT SPECIALIST. Ogden Publications, Inc., Topeka, KS. Provide customer support via in-bound telephone calls or email: provide answers, maintain and edit customer accounts; sell product offerings via in-bound telephone calls; and identify issues or problems and effectively communicate those to team resolution specialists, always working towards first contact resolution. Req with prior sales experience; proficient in data entry and Microsoft applications. http://www.ogdenpubs.com/human-resources/customer-support-specialist.aspx

AUDITOR I. DeVry Education Group, Downers Grove, IL. FT/REG. Review internal controls for various business processes including SOX, operational, regulatory and information technology; perform tests of internal controls over financial reporting and compliance with regulatory education requirements; identify and escalate issues to supervisors; work on special projects as requested; and communicate and function in a matrix type structure receiving direction from multiple department leaders. Req BA/BS; 1-2 yrs public accounting experience; have strong academic credentials and certification (CPA, CIA, and/or CISA); excellent communication skills. Job ID No: 2015-68446. https://becker-devry.icims.com/jobs/68446/auditor-i/job

ASSISTANT AREA SALES MANAGER. Bon-Ton Stores Inc., Glendale, WI. FT. Support the Sales Manager of one or more selling areas to achieve store’s sales and profit objectives; and work directly with our associates and management team to drive sales in different areas of the business. Req have related retail sales experience and strong leadership and merchandising skills. http://careers.bonton.com/jobsearch/job-details/assistant-area-sales-manager/20006/

CUSTOMER SERVICE SPECIALIST. Vanity Shop of Grand Forks, Inc., Fargo, ND. Responsible for handling all customer questions, complaints and billing inquiries via email, phone and live chat according to Vanity.com policies and procedures; monitor the accuracy and availability of incoming orders and addressing issues as they arise; and handle all customer return requests. Req HS Diploma/CED: 1-2 yrs of customer service experience; with proficiency in Microsoft Office – Outlook, Excel & Word; strong communication skills. http://www.vanity.com/careers/detail/24/customer-service-specialist-fargo-

SALES COORDINATOR. Match, Chicago, IL. Help prepare digital elements of Sales Presentations in a timely manner; maintain positive attitude towards all work requests, internal and external customer service is a key part of this role; work with other departments (Marketing, Finance, Ad Operations) to ensure that sales support materials are up-to-date; coordinate projects/events required by the Sales Management team; and prepare expense reports, make travel arrangements, and provide general administrative assistance. Req BA/BS; have experience in advertising, marketing and/or media sales environment and experience in MS Office with very high proficiency in Excel and Power Point; with knowledge and interest working in digital and ability to work with a diverse group of people in a fast paced environment with frequent deadlines; strong interpersonal skills. http://careers.match.com/jobs/?jvi=09a1faw
FINANCIAL ANALYST, Kohl's Department Store, Menomonee Falls, WI. FT. Compile and analyze financial information for assigned business unit; prepare periodic (monthly, quarterly, weekly) variance analysis explaining actual results and variances compared to prior period or plan; communicate findings to Sr. Executive Management as appropriate; assist in the development of budgets, forecasts, pro-forma analysis and serve as finance liaison to functional managers; and analyze and interpret data for assigned business unit; ensure financial information has been recorded accurately including month-end entries into general journal accounts as needed. Req BA/BS; have advanced knowledge of Excel/PC spreadsheets and strong analytical, planning and organization, decision making and leadership skills; with working knowledge of Financial Software programs and advanced knowledge of Excel / PC spreadsheets.


GUEST RELATIONS SALES ASSOCIATE, Detroit Zoo, Royal Oak, MI. FT/SEASONAL. Responsible for achieving high customer satisfaction scores, revenue generation, and sustaining long-term sales goals outlined by the organization (details in Guest Relations Manual); greet visitors in a friendly, professional, welcoming manner and resolves guest complaints as able, and involving the supervisor if needed; provide information about facilities; collect admission, parking, railroad, theater, carousel and simulator fees; and assist in locating lost children. Req HS Diploma/GED; 1 yr of experience in sales and customer service or other activities involving positive contacts with the public, upelling and cross promoting experiences. Salary $10.65/hr.

https://detroitzoo.applicantpool.com/jobs/248991.html

FINANCIAL ANALYST II DATA SCIENCE, Nelnet, Lincoln, NE. Build complex financial and forecasting models that drive decision making; provide executive reporting on performance with informative interpretation of results; interpret and utilize historical portfolio level and initiative level performance to project initiative success/failure and project future results; create analysis to evaluate and track the costs of services and to assist in development of strategic plans and monitoring of performance; and develop reporting packages that target metrics and thresholds. Req BA/BS; 2+ yrs of related financial analysis experience, with a proven record of success; have experience analyzing big data and knowledge of basic accounting theories, practices, and financial concepts and excellent skills in analytic problem solving, including discretion.


PRICING ADMINISTRATOR, Southern Wine & Spirits, Bolingbrook, IL. Maintain all pricing within OTC system; list prices, book pricing, trade channel/chain pricing; review price discrepancies on pick-ups and returns; communicate all pricing information to entire Sales force; and point of contact regarding pricing issues / questions. Req HS Diploma/GED; 1-2 yrs related experience and/or training; or equivalent combination of education and experience; strong communication skills.

http://jobs.southernwine.com/fillinois/administrative/pricing-administrator-jobs

ASSOCIATE ACCOUNTANT-TAX, Nelnet, Lincoln, NE. Perform the functions of sales and use tax compliance; and assist with the preparation of various federal and state income tax filings and supporting documentation. Req AA; 2 yrs of finance, tax or accounting experience; strong organizational skills.


PAYROLL COORDINATOR, National Louis University, Wheeling, IL. FT/REG. Disseminate pay checks, answers all employee inquiries on the phone, files/retrieves payroll records as necessary, processes garnishments and other payments from the deductions of employees; process base benefit forms for new hires, calculating and entering base benefit amounts, preparing the proper paperwork, calculating arrears if need be and entering data into Banner; assist with other accounting functions, preparing and entering cashier folders, preparing benefit general ledger account reconciliations, reviewing/entering business expense reports and assists in filing, as required; and enter pertinent payroll information into various software programs and related reports to support required unemployment and other tax filings. Req HS Diploma/GED; 1 yr of experience in handling payroll; with additional specialized/technical training or some college courses in accounting and banner software experience; proficient expertise in Microsoft Excel and in working the 10-key calculator.

https://jobs.nlf.edu/postings/1159

RETAIL STORE ASSOCIATE, Reebok, Pleasant Prairie, WI. PT. Sell by prioritizing between customer service and store operations for maximum retail impact; serve by identifying shopping behaviors accurately and responding appropriately; use Brand and product knowledge to sell by showing a passion for the products and positively demonstrating the Brand Values; and perform store operations by being detail-oriented in receiving, displaying, merchandising and replenishing product, as well as in maintaining a clean and organized store environment. Req have ability to build an emotional connection with customers by being a passionate and enthusiastic Brand ambassador and awareness of individual and store goals while assisting customers; strong communication skills.

https://jobs.adidas-group.com/job/Pleasant-Prairie-Retail-Store-Associate-WI-325/8149500/

GUEST RELATIONS ASSISTANT, Detroit Zoo, Royal Oak, MI. FT/SEASONAL. Work in various positions such as Customer Care, Wildlife Interpretive Gallery, Parking Lot, rentals, Tauber Family Railroad, Wild Adventure Ride and Theater, Giraffe Encounter, ticket taker and more; greet visitors in a friendly, professional, welcoming manner and resolves guest complaints as able, and involving the supervisor if needed; provide information about facilities; collect admission parking, railroad, theater simulator, and event fees in the off season; and respond to emergencies by notifying proper authorities and following instructions. Req HS Diploma/GED; 1 yr of experience in customer service or other activities involving positive contacts with the public. Salary $9.65/hr.

https://detroitzoo.applicantpool.com/jobs/248900.html

FINANCIAL ANALYST, Mississippi Lime Company, Ste. Genevieve, MO. Perform timely and accurate closing duties such as account reconciliations, accruals, journal entry preparation/posting, net sales and cost of sales reports, KPI communications, variance analysis, and reporting; work with plant personnel and others in finance group to provide decision support and help make sound business decisions to optimize performance of the Company; and support financial and cash flow studies for cost management initiatives, capital projects, investment opportunities, and other projects as required. Req BA/BIS; with relevant experience and knowledge of sound general/cost accounting practices, policies and procedures; strong communication skills.

http://www.mississiplime.com/job/financial-analyst/

HR & PAYROLL SPECIALIST, The Area Agency on Aging 1-B, Oakland, MI. FT. Perform all recruiting and onboarding tasks per established protocols, including job postings, testing, criminal background and reference checks, licensure/certification and transcript verification, orientation, and benefits enrollment; responsible for employee benefits administration, including worker's comp and unemployment; maintain accurate employee information and ensure all insurance carriers and other entities receive updates in a timely manner; manage off-site file retention program; and conduct quarterly background and licensure checks. Req BA/BS; have payroll and benefits administration experience and working knowledge of payroll and HRIS; strong organizational skills.

http://www.aaaja.org/about-us/career-opportunities/

RETAIL ASSISTANT MANAGER, Rockport, Branson, MO. FT. Ensure the product offer available to customers is maximized in assigned area of responsibility by coordinating product replenishment from the stockroom to the sales floor; supervise sales transactions to ensure quick and accurate processing while adhering to cash protection procedures; track performance data for assigned area (e.g. best sellers, space allocation, etc.) and makes necessary adjustments to drive productivity and maximize sales; pay attention to the recruiting and development of the store team; and communicate a desire to learn and seize all available opportunities to drive own development and increase performance. Req HS Diploma/GED: 12 mos experience working in a sports/fashion customer & commercial focused retail environment; have advanced selling experience and comprehensive product, retail and industry understanding as well as supervisory experience and knowledge and understanding of profit and loss statement and store KPIs to make commercial decisions based on sound financial judgment.

FINANCIAL ANALYST, Glynlyon, Inc., Nisswa, MN. FT. Prepare sales reporting and operational analysis; work with management to develop, refine and maintain budget templates and models; respond to ad hoc inquiries to support business decisions; develop sales and operations reporting package for management; and responsible for the review and accuracy of calculation and compliance with commission compensation plans. Req BA/BS; with accounting or Corporate Financial Planning experience and financial analysis in a mid to large size company; have strong mathematical, analytical and reasoning skills; strong interpersonal and communication skills. App ddl: 6/5/2015. https://glynlyon.applicantpro.com/jobs/219888.html

ACCOUNTS PAYABLE/RECEIVABLE ASSISTANT, Good Shepherd Services, Seymour, WI. FT. Maintain account payables system; verify invoices to purchase orders and receiving documents; resolve discrepancies; request checks to pay invoices; prepare and mail out checks; establish and maintain the AP Vendor Name and Address File; assist with preparing various accounting related reports required by management or government agencies; and manage cash receipt/cash log process. Req AA; with experience with Microsoft applications and strong computer skills; have Medical office experience; strong organizational and time management capabilities, and communication skills. Salary $13-$15/hr. App ddl: 6/27/2015. https://gssld.applicantpro.com/jobs/217854-13834.html

LEAD FINANCIAL ANALYST, Eaton, Watertown, WI. FT. Manage the month-end closing processes for multiple product lines by preparing journal entries, variance analysis and commentaries for key income statement and balance sheet accounts; lead the forecast preparation for sales through operating profit & all balance sheet accounts including analysis of main variances to profit plan, prior year & quarters; support manufacturing operations financial analysis and reporting by reviewing all aspects of plant operations, including, but not limited to manpower analysis, sales trend analysis, validating cost savings, absorption trends, etc.; and help develop manufacturing operations guidelines and targets to support timely and credible annual profit plan and monthly rolling forecast submissions. Req BA/BS; 3 yrs of finance or accounting experience; strong communication and presentation skills; with working knowledge of electronic data processing systems as well as proficiency in Excel. Job ID No: 84871BR. http://eaton-jobs.com/ShowJob/Id/490663/Lead-Financial-Analyst/

West/Southwest

STAFF ANALYST, Gap Inc., San Francisco, CA. FT. Work collaboratively with Strategic Sourcing and asset owners to execute hardware/software purchases, maintenance renewals, and managed service contracts; responsible for purchase order creation, including validation of budget availability and cost centers to ensure expenses are captured in accordance with expectations; serve as primary point-of-contact for vendor issue resolution on items such as supplier setup, overdue payments, and billing disputes; assist Asset Management with tracking of hardware inventory across HQ, store, and data center locations; and manage charge out of vendor costs to projects, ensuring products/services have been delivered as invoiced. Req BA/BS; 1-2 yrs of financial or business analysis experience; with knowledge of Oracle Financials, or similar application and demonstrated customer service and problem resolution skills; excellent communication skills. Job ID No: 154318. https://gapinc.taleo.net/careereview/2/moresearch.html

ACCOUNTING CLERK, Southern Wine & Spirits, Puyallup, WA. Scan receiving packets into Scan Enterprise; attach receiving packets to corresponding PO; prepare customs paperwork for Deferred Tax Payment/bill-back to Odom; print invoices for OLCC tax return; and research and prepare CBOE monthly return back-up. Req AA; 1-2 yrs experience in an Accounting office; have basic knowledge of accounting and finance principles and strong analytical and interpersonal skills; proficient with Microsoft Office and Intermediate Excel; excellent communication skills. http://jobs.southernwine.com/washington/accounting-and-finance/accounting-clerk-jobs

ADMINISTRATIVE ASSISTANT, Charter College, LLC, Oxnard, CA. FT. Provide SLE test proctoring to prospective students and log all test scores at applicable campuses; audit and monitor enrollment files- focus on complete files by official start; process all transcript requests for high school or GED at applicable campuses; complete data entry into Campusvue for all admissions representative enrolled prospective students; route required enrollment documents to Department of Student Services (at campuses without an Admission Assistant); and participate in all Admission meetings, take notes and distribute to team members. Req BA/BS; 1 yr experience in customer service, administrative support; proficient computer skills and strong communication skills. Salary $10-$14/hr. https://chj.ibe.taleo.net/chj02/ats/careers/requisition.jsp?org=PROSPECTEDUCATION&cws=5&rid=4217

RETAIL SELLING SPECIALIST, Macy’s Shops, San Antonio, TX. Assist customers in all aspects of service fulfillment by demonstrating proficient use of proprietary devices and applications; create enhanced shopping experiences through the heightened use of tools, technology and collaboration; achieve established business goals through client development, wardrobing and suggestive selling; and develop new business and expand client base through aggressive networking, conducting special events and on the floor presence. Req HS Diploma/GED; 6 mos related experience and/or training; with basic math functions such as addition, subtraction, multiplication, and division; excellent communication skills. Job ID No: 71753053. https://macyss.taleo.net/careereview/macyss_retail_ssa career section/moresearch.html

SALES ADMINISTRATIVE ASSISTANT, Hyatt Regency Bellevue, Bellevue, WA. FT. Responsible for providing administrative support to a team of Sales Managers. Req have demonstrated exceptional customer service and problem solving skills; strong communication skills; proficient knowledge of computer applications. Job ID No: BEL001171. https://hyatt.taleo.net/careerreview/10780/moresearch.html

COMPENSATION & BENEFITS ASSISTANT, Procore, Carpinteria, CA. FT. Update and maintain personnel data in HRIS and organizational chart; responsible for HR forms surrounding in-processing, benefits, I-9, etc.; and assist in coordinating onsite wellness activities. Req AA; 2 yrs of administrative experience in a professional, office environment dealing with a multiple levels of employees and vendors; with demonstrated proficiency with MS suite of applications and strong knowledge of SW applications in general and previous experience handling confidential and sensitive employee information while adhering to strict standards of confidentiality; have some aspect of HR-related knowledge including benefits, equity, and compensation programs. http://procore.theresumator.com/apply/Czm1CP/Compensation-And-Benefits-Assistant

MEDIA PLANNER, Saatchi LA, Torrance, CA. Plan development and implementation; write, analyze and present media POVs, plans and recommendations to the agency and to clients; carry out buying strategies and negotiate media to maximize investment; implement and follow media process and agency process; collaborate with internal teams and clients to fully understand campaign objectives and process; maintain and develop relationships with media vendors regarding existing plans and new opportunities; and responsible for coaching, guidance, inspirational leadership and performance management of assistant communications planner. Req 2-3 yrs of experience in print, broadcast, and/or digital planning; have working knowledge of media research tools (IMS, MRI, Nielsen, ComScore, Simmons, etc.) and ability to analyze syndicated research and some experience managing budgets; with understanding of strategy development and required media math and working knowledge of media terms (CPM, CPV, CPC, CTR, GRP’s, Composition, View ability, Audience Verification, Reach & Frequency, etc.); proficient in MS Word, Excel and PowerPoint; excellent communication skills. http://saatchila.theresumator.com/apply/0lcJug/Media-Planner
EVENTS ADMINISTRATIVE ASSISTANT, Phoenix Zoo, Phoenix, AZ. FT. Responsible for our Group Events phone line and email, coordination of space availability for internal zoo events, general office/clerical tasks, maintaining the client database, and of course, working our many fun events. Req HS Diploma/GED; excellent communication and interpersonal skills. Salary $11.73 – $13.20/hr. https://www.aza.org/Jobs/detail.aspx?id=38616

CONCIERGE, Hyatt Regency Denver Convention Center, Denver, CO. FT. Responsible for answering questions, giving directions and making detailed reservations and recommendations. Req have previous and consistent work experience involving direct guest or customer interaction and Hospitality industry experience; with knowledge of Denver and surrounding area; strong communication and organization skills. Salary $10.75/hr. Job ID No: DE2004201. https://hyatt.taleo.net/careersection/10780/moresearch.flt

ASSISTANT MANAGER, VISITOR SERVICES, The Birch Aquarium, La Jolla, CA. Support and maintain Convergence- the Online eTicketing system, update programs and review information regularly for accuracy; responsible for providing a wide variety of duties that require tact, discretion, confidentiality, sound judgment, and analytical and decision making skills; understand and follow the guidelines in BUS #49, "Cashiering Responsibilities and Guidelines" for all cash handling operations; and assist with Birch Aquarium membership sales, responsible for coordinating event activities for the Scripps Oceanographic Society program, including the monthly POS Lecture series. Req with proven experience working in nonprofit organization, educational facility or visitor attraction and/or retail sales environment and proven experience supervising staff and manage area in the absence of unit manager; have demonstrated ability to extract and compile statistical data from existing databases, survey results and sales records and demonstrated ability to use computer to complete sales transactions and run reports; excellent communication skills. https://www.aza.org/Jobs/detail.aspx?id=38523

ACCOUNTS PAYABLE CLERK, Southern Wine & Spirits, Las Vegas, NV. Review invoices for accuracy and completeness; acquire necessary approvals to authorize for payment, enter invoices into SAP system for processing; prepare demand check run on an as needed basis; follow up on approval of all paper based and electronic open invoices to be paid in a timely manner; research current and prior years files to research vendor and supplier questions concerning previous payments; and ensure all legal and business licenses are renewed in accordance with state and federal laws annually. Req HS Diploma/GED; 3 yrs accounts payable experience; have experience working with Microsoft Word, Excel and Outlook and demonstrate ability to perform job duties with minimal supervision; with intermediate to advanced skills in Microsoft Excel and Outlook and demonstrate ability to prioritize assignments/projects and multi-task within restricted time constraints. http://jobs.southernwine.com/las-vegas/accounting-and-finance/accounts-payable-clerk-jobs

CORPORATE HUMAN RESOURCES RECRUITER, HIPR, Portland, OR. Responsible for delivering all facets of recruiting success throughout the organization; develop local and national recruiting plans, employing traditional sourcing strategies and resources; and play a critical role in ensuring we are hiring the best possible talent. Req BA/BS. http://www.hipr.com/job/human-resources

BENEFITS SPECIALIST, Diocese of Fort Worth, Fort Worth, TX. FT. Manage and analyze the benefit program, and analyzes cost effectiveness; work collaboratively with the Accounting department to ensure reconciliation of accounts and collaboratively with Payroll to ensure proper deductions; and coordinate Open Enrollment and New Hire enrollments. Req AA; 2 yrs of recent benefit experience; with previous experience with an HRIS system and Pension administration experience; have knowledge of the Affordable Care Act, HIPAA, ERISA, COBRA and other laws and regulations that affect benefits; proficient in Microsoft Office. App ddl: 7/18/2015. http://www.catholicjobs.com/job/7099120027

ASSISTANT MANAGER, VISITOR SERVICES, The Birch Aquarium, La Jolla, CA. Support and maintain Convergence- the Online eTicketing system, update programs and review information regularly for accuracy; responsible for providing a wide variety of duties that require tact, discretion, confidentiality, sound judgment, and analytical and decision making skills; understand and follow the guidelines in BUS #49, "Cashiering Responsibilities and Guidelines" for all cash handling operations; and assist with Birch Aquarium membership sales, responsible for coordinating event activities for the Scripps Oceanographic Society program, including the monthly POS Lecture series. Req with proven experience working in nonprofit organization, educational facility or visitor attraction and/or retail sales environment and proven experience supervising staff and manage area in the absence of unit manager; have demonstrated ability to extract and compile statistical data from existing databases, survey results and sales records and demonstrated ability to use computer to complete sales transactions and run reports; excellent communication skills. https://www.aza.org/Jobs/detail.aspx?id=38523

PLANNER I, Level 3 Communications, Inc., Broomfield, CO. FT. Ensure all capacity constraints are identified such that all due dates are met and potential issues identified; develop understanding current network configuration and technology to ensure capacity and efficiency of the planned designs; assist in requirements, development, implementation and use of reporting procedures and methodologies to analyze network utilization and predict growth trends under direct supervision; and prepare status/progress reports and updates management on projects. Req BA/BS; 2 yrs experience; have strong data/economic analysis skills and excellent analytical and problem solving skills with experience in an engineering role that included a substantial business/financial focus; excellent organizational, prioritization, and communications skills. Job ID No: 29400. https://level3.taleo.net/careersection/2/moresearch.flt

PAYROLL TIMEKEEPER, Webber, LLC, Woodlands, TX. FT. Coordinate with multiple offshore construction projects and offices to request and receive timesheets on a daily basis for a weekly payroll; work within strict deadlines to ensure that employees are paid correctly and on time; operate Ceridian to log timesheets on a daily basis; organize and enter daily timesheets for field employees; maintain a log to determine which jobsites and employees have submitted timesheets and which have not; and collaborate within the Payroll Office to discuss areas of support needed in collecting timesheets on a daily basis for field employees; maintain a log to determine which jobsites and employees have submitted timesheets and which have not; and collaborate within the Payroll Office to discuss areas of support needed in collecting timesheets. Req HS Diploma/GED; 1+ yrs of experience performing data entry including receiving, reconciling, and submitting daily timesheets; with moderate to high level of proficiency operating MS Excel, MS Outlook, MS Word, and MS PowerPoint. Salary $13-$15/hr. App ddl: 7/19/2015. https://www.webberapplicantpro.com/jobs/227210-29579.html

PAYROLL CLERK, Archdiocese of Seattle, Seattle, WA. FT. Follow up with locations that fail to submit time and attendance information by the payroll submission deadline; provide customer service to all employees and priests paid through Payroll Services; support PPAAs and bookkeepers at the locations as necessary; respond to and assigns emails relating to payroll accurately and timely; and maintain a variety of files and records related to the Archdiocesan payroll system. Req AA; 0-2 yrs of experience; have familiarity with the structures of the organization of the Catholic Church in Western Washington and proficiency with Microsoft Office as well as automated payroll software. Salary $33k-$40k. App ddl: 7/12/2015. http://www.catholicjobs.com/job/1054119935

BENEFITS SPECIALIST, Adidas Group, Portland, OR. Responsible for the reconciliation and payment of insurance premiums, fees and department bills for multiple vendors; maintain a working knowledge of all benefit programs and third party administration and processing; assist employees in communicating with the third party administrators to ensure reasonable responses to employee concerns and accuracy in the application of policy; and interact and collaborate with third party vendors, HR representatives and rewards team including payroll and HR. Req AA; 3 yrs related job experience or equivalent combination of education and experience; with experience working in large HRIS tool and/or benefits enrolment systems and strong organizational, problem solving, negotiation and resolution skills; with proficient in Microsoft Office applications; strong communication skills. https://jobs.adidas-group.com/job/Portland-Benefits-Specialist-Limited-Duration-OR-97086267732800/
BUSINESS SUPPORT SPECIALIST. Southern Wine & Spirits, Las Vegas, NV. Recap and maintain goals and incentives; attend Business Review and Fast Start Meetings as needed; and update price surveys; run reports upon request for example, Accounts Sold, Price Decks, Discount Sales Analysis, etc. Req HS Diploma/GED; have ability to type a minimum of 50 wpm and Intermediate Microsoft Outlook, Excel, Word and PowerPoint skills; with prior Business/Financial Analyst experience; strong communication and interpersonal skills. [http://jobs.southernwine.com/las-vegas/sales/business-support-specialist-jobs](http://jobs.southernwine.com/las-vegas/sales/business-support-specialist-jobs)

GUEST SERVICES MANAGER. The Reuben H. Fleet Science Center, San Diego, CA. PT/REG. Treat our visitors with the utmost care at every contact point; oversee operations during business hours; manage cash and deposits reconciliation; promote Fleet products and memberships to provide visitors with the ultimate experience and value; and complete detailed reports and end-of-day numbers. Req have strong customer service experience in retail or entertainment and knowledge of Balboa Park and San Diego Attractions. [http://thefleet.atsondemand.com/index.cfm?fa=action=512464&viewjobdetail&CID=512464&JID=495531](http://thefleet.atsondemand.com/index.cfm?fa=action=512464&viewjobdetail&CID=512464&JID=495531)

PAYROLL ADMINISTRATOR. The Portland Art Museum, Portland, OR. FT. Prepare/process bi-weekly payroll with ADP; review and analyze payroll reports to assure accuracy of payroll and process any necessary bi-weekly or quarterly adjustments; manage electronic timecard system processing; ensure that all payroll submissions are received, approved, and accurately recorded; complete Year End tasks in preparation of company W-2’s; and responsible for the reconciliation and accuracy of payroll-related accounts and make necessary adjustments to the general ledger. Req AA; with experience in word-processing, excel spreadsheets and computer systems and experience with ADP systems; have an ability to work under pressure to meet deadlines. Salary $41,000 - $45,000. [https://pamcareers.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?TemplateId=72119&tri=Mid-Atlantic%20Standard%20Time](https://pamcareers.hyrell.com/UI/Views/Applicant/VirtualStepPositionDetails.aspx?TemplateId=72119&tri=Mid-Atlantic%20Standard%20Time)

PLANNER I. Level 3 Communications, Inc., Broomfield, CO. FT. Ensure all capacity constraints are identified such that all due dates are met and potential issues identified; develop understanding current network configuration and technology to ensure capacity and efficiency of the planned designs; assist in requirements, development, implementation and use of reporting procedures and methodologies to analyze network utilization and predict growth trends under direct supervision; and prepare status/progress reports and updates management on projects. Req BA/BS; 2 yrs experience; have strong data/economic analysis skills and excellent analytical and problem solving skills with experience in an engineering role that included a substantial business/financial focus; excellent organizational, prioritization, and communications skills. Job ID No: 29400. [https://level3.taleo.net/careersection/2/moresearch.fl](https://level3.taleo.net/careersection/2/moresearch.fl)

UNDERWRITER. RPM Mortgage Inc., Lake Oswego, OR. Review and analyze borrower profiles, tax returns, title reports, credit reports, income documentation and appraisal products in accordance with investor guidelines; evaluate debt ratio, loan-to-value ratios, credit score, property valuation and various other factors (including risk issues and potential fraud); assist in identifying and recommending alternative loan products and/or loan-structuring solutions; and submit files through DU and LP and interpret findings in written loan approvals. Req 3 yrs of relevant, related underwriting experience and/or training; proficient with DataTrac, Fannie Mae’s Desktop Underwriter, Freddie Mac Loan Processor, Calyx Point, Chase Zippy and Dorado and proficient computer skills including MS Office and underwriting software’s; with knowledge of mortgage regulatory requirements. [http://www.rpm-mortgage.com/Careers/Job_Req/594](http://www.rpm-mortgage.com/Careers/Job_Req/594)

PLANNER. Psmosas, Los Angeles, CA. PT. Prepare, zone subdivisions, and land use applications, including necessary findings, for projects in the Los Angeles area. Req 1 yr prior experience as a planner; have experience writing findings for projects within City of Los Angeles and experience in assisting in presentations for Los Angeles projects for public hearings; excellent communication skills; with basic knowledge of CEQA; Planning and Zoning laws, and the Subdivision Map Act; proficient with Microsoft office: Word, Excel and Power Point. [https://psomas.applicantpro.com/jobs/222452.html](https://psomas.applicantpro.com/jobs/222452.html)

ACCOUNTING ASSISTANT. Psmosas, Los Angeles, CA. FT. Review and prepare monthly bank loan draw requests and accompanying schedules for multiple construction projects; prepare budget actual versus on a monthly basis and as needed for multiple construction projects; maintain accounting books and records in QuickBooks for multiple entities with GAAP; and handle other administrative and accounting oriented duties and responsibilities as assigned. Req BA/BS; have intermediate to advanced computer literacy with experience in Microsoft Word and Excel, network files and QuickBooks; excellent communication skills. [https://psomas.applicantpro.com/jobs/192347.html](https://psomas.applicantpro.com/jobs/192347.html)

MEMBERSHIP COORDINATOR. PTTOW. Culver City, CA. FT. Manage busy, often-changing schedules & calendars; and work independently as well as in a group environment—particularly when the team may not be physically co-located. Req BA/BS; 2+ yrs experience in a professional environment; have advanced knowledge of all Mac applications, Google Docs, Microsoft Office esp. PowerPoint & Excel and advanced knowledge of CRM tools & databases, including Sales force, etc. [http://pttowjobs.thereusamator/applies/JD/MB/Management/Coordinator.html](http://pttowjobs.thereusamator/applies/JD/MB/Management/Coordinator.html)

ASSISTANT SALES MANAGER. Rent-A-Center®, Redmond, OR. Responsible in coordinating with the Store Manager to develop creative ways to meet the Store’s Sales Goals and Maintain Reliable Collections Patterns; manage and maintain the store’s inventory; assist with product maintenance, delivery, service, and returns on a daily basis; and lead a Sales Team by coaching them on how to become more effective leaders and promoting an environment of collaboration. Req AA; 2 yrs of sales and collections experience and 1 yr experience in the retail/fast food/service industry. [http://raccareers.net/jobsearch/job-details/assistant-sales-manager/169590/](http://raccareers.net/jobsearch/job-details/assistant-sales-manager/169590/)

SALES PROGRAM SPECIALIST. Fluke Corporation, Everett, WA. FT. Responsible to increase productivity of sales force (Fluke TSM, Factory Rep, and/or Distribution personnel) through augmentation of the funnel and contribute to the top line growth by producing incremental sales opportunities; combine product knowledge and effective relationships with factory staff and delivery exceptional service to our customers; assist in providing application, pre-sale, post-sale, and competitive information on Fluke products; provide feedback on product acceptance, lost sales, lead quality and program effectiveness; and work closely with sales managers to set schedules, make travel plans, and complete other administrative tasks. Req AA; 2+ yrs of related experience(sales, inside sales, customer management); strong communication skills; have technical aptitude to learn Fluke products(basic electronic knowledge) and CRM experience(MS Dynamics preferred). Job ID No: FLU003787. [https://danaher.taleo.net/careersection/external/moresearch.fl](https://danaher.taleo.net/careersection/external/moresearch.fl)

MAILING SERVICES ASSOCIATE. Harry & David, Medford, OR. Verify that items are addressed correctly, marked with the proper postage, and in suitable condition for processing; weigh packages or letters to determine postage needed, using weighing scales and rate charts; determine manner in which mail is to be sent, and prepare it for delivery to mailing facilities; and sell and collect payment for products such as stamps, Fed Ex and USPS processing and Logo Wear sales. Req HS Diploma/GED; 1-2 yrs previous work-related experience. [https://www.appon.com/MainInfoReq.asp?R_ID=974186&KB_ID=5&fid=1&AddId=2ssbcgolors&SearchScreenID=839](https://www.appon.com/MainInfoReq.asp?R_ID=974186&KB_ID=5&fid=1&AddId=2ssbcgolors&SearchScreenID=839)
**Multi-Regional/International/Freelance**

**PRODUCTION CONTROLLER**, Spirit Airlines, Inc., Aguadilla, Puerto Rico. Prepare work packet(s) from planning and assemblies the work package(s) to be issue to Maintenance personnel; review the following night(s) work tasks related to parts and tools for verification and ensures that all needed items are on-hand or ordered for a timely arrival; coordinate with the Maintenance Base Management. Quality Control and Maintenance Planning on potential issues related to parts and tooling to prevent AOGs related to schedule maintenance and audit work package for accuracy and completeness and that all work cards are properly accounted for and entered into SETS. Req HS Diploma/GED; with basic computer skills & data entry and airline industry experience. https://re12.ultipro.com/SON1000/JobBoard/JobDetails.aspx?ID=2110D59639492B0A

**STAFF AUDITOR**, Tyco Ireland Ltd, Cork, Ireland. Review and evaluate compliance with Company policies and procedures; identify, and clearly define audit issues and root causes, recommend improved internal controls and business processes, and ensure that corrective action plans are developed; promote a zero tolerance control environment where fraud or noncompliance is unacceptable and difficult to conceal; prepare work papers and adequately document audit work performed to support conclusions reached; and participate in Global initiatives aimed at improving Internal Audit’s processes and procedures. Req BA/BS; 2 yrs of related work experience; have the drive to gain good knowledge and understanding of the Company’s policies and procedures and strong and proficient analytical skills; good communications skills. Job ID No: 1515369. https://www.mallinckrodt.com/templates/pages/jobdetails.aspx?reqid=JR000004565

**STAFF AUDITOR**, Royal Caribbean International, Spirit Airlines, Inc., Buenos Aires, Argentina. Coordinate client interaction with CRM Specialist and establish routine call and visit schedule to Red Bank, Buenos Aires, and New Westminster, Canada. Coordinate customer sales commitments and loan equipment’s; contact customer to provide progress related their sales commitments; analyze customer behavior and recommend action to the sales force; provide order status including; price quotes, delivery dates, inventory checks and expediting information; acting as a liaison between warehouse and customer for expediting orders; maintain current knowledge of company products and customer service processes; and manage customers accounts. Job ID No: JR000004565. http://www2.mallinckrodt.com/templtes/pages/jobdetails.aspx?reqid=JR000004565

**ANALYST- BUSINESS FINANCE**, BlackRock, Gurgaon, India. Responsible for running management reports, including monthly business and financial results to management and businesses, co-working with business finance colleagues; provide/review financial data related to various businesses by interfacing/coordinating with functional business finance contacts, which include weekly sales, monthly Net New Business (NNB) forecast update, global MIS such as Business Review and Operating Plan; support Business Finance managers in ongoing migration of operating tasks to India; and maintain/Review cost center segment and AP workflows. Req BA/BS; 2+ yrs of experience with a similar profile, with people management experience including investment management and/or financial industry experience; have strong skill and experience in data management and demonstrated ability to communicate within BlackRock, including Finance, both locally and across geographies; strong communication skills. Job ID No: 143480. https://blackrock.taleo.net/careersection/br_prof_es/moresearch.fl

**SALES DEVELOPMENT MANAGER**, MK Electric, Essex, United Kingdom. Develop business relationships with Branch Managers and Regional Directors of supporting branches; plan and prioritize customer/client contact towards achieving agreed business aims and sales targets; provide accurate and timely forecasts on a weekly, monthly & quarterly basis; work with the Regional MK sales teams, Customer Service Team, and the wider ECC sales team on customer’s proposals and orders; and monitor and report on market trends and competitors. Req HS Diploma/GED; with experience of working within a wholesales or manufacturing environment (previous experience of dealing with electrical contractors would be an advantage) and experience of preparing and delivering presentations and forecasts to a professional standard. https://www.mk-electric.com/career/9/moresearch.fl

**CUSTOMER SERVICE SPECIALIST**, Mallinckrodt, Buenos Aires, Argentina. Monitor customer sales commitments and loan equipment’s; contact customer to provide progress related their sales commitments; analyze customer behavior and recommend action to the sales force; provide order status including; price quotes, delivery dates, inventory checks and expediting information; acting as a liaison between warehouse and customer for expediting orders; maintain current knowledge of company products and customer service processes; and manage customers accounts. Job ID No: JR000004565. http://www2.mallinckrodt.com/temlates/pages/jobdetails.aspx?reqid=JR000004565

**KEY ACCOUNT SALES MANAGER**, Fire & Security Asia, Kuala Lumpur, Malaysia. Responsible for the direct sales of products and services within an assigned territory; identify prospects utilizing creative lead generation techniques, developing / expanding existing and new business by maintaining strong relationships with multiple customer departments and key decision makers; apply research, information gathering and analysis skills to factual information; and verify detailed information. Req BA/BS; 2-3 yrs of experience in technical sales, sales engineering; have experience in security solutions will be an added advantage. Job ID No: 1515503. https://www.mallinckrodt.com/templates/pages/jobdetails.aspx?reqid=JR000004574

**STORE MANAGER**, Reebok, New Westminster, Canada. FT. Manage and allocate resources effectively and efficiently to ensure store meets key performance indicators and profit and loss expectations; ensure consistent implementation of all corporate programs, initiatives and strategies; provide constructive feedback to District Manager on success and feasibility of current and new programs, other initiatives, and specific store needs; create effective succession, recruiting, hiring and training plans, resulting in lower store turnover; and promote a high performance culture by setting clear expectations, holding employees accountable, creating an effective and efficient work environment, and setting goals that focus the team on key drivers that impact success. Req BA/BS; 2+ yrs of Retail management experience, preferably in the Sporting Apparel & Footwear industry; with prior management and key experience; proficient retail knowledge – operational and selling skills and proficient skills in coaching and talent management; excellent computer skills (MS Outlook, Word, Excel, PowerPoint) and ability to quickly learn new systems (e.g. POS systems, web-portals, etc.).


**SALES MANAGER**, Mallinckrodt, Buenos Aires, Argentina. Coordinate client interaction with CRM Specialist and establish routine call and visit schedule to remote areas, split responsibilities for phone/email and other customer interaction outside Buenos Aires Region with CRM Specialist; manage and control targets and achievement as well as sales forecasting; address and coordinate product related and scientific questions; monitor pricing in cooperation with CSD Representative and Finance; and cooperate on Loan Installer installed base with CRM Specialist to maximize the investment in the loan equipment. http://www2.mallinckrodt.com/temlates/pages/jobdetails.aspx?reqid=JR000004574

Good luck! Next email issue: July 17, 2015