



Job posting: Business Administrator in Austin, Texas

Movability is seeking an organized, detailed-oriented individual to serve as a full-time Business Administrator. We value experience and grit over degrees and certifications. The ideal candidate will be proficient in Quick Books, Microsoft products, and database management; excel at the details of business operations; possess strong organizational and strategic thinking skills, and have a “can do” attitude with the ability to maintain positive relationships with a variety of stakeholders

This is a full-time salaried exempt position with a pay range of \$43,000 - \$50,000 depending on qualifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Benefits include:

- Four+ weeks of paid time off
- Hybrid work environment
- Employer matching retirement plan
- Comprehensive suite of insurance and an employee assistance program
- Free learning and development courses
- Monthly commuter benefits
- Monthly cellphone stipend

What you'll do:

- Oversee the day-to-day business functions and tasks of the organization
- Manage the accounts payable and account receivable communications with our contract bookkeeping service including reconciling invoices and credit card statements
- Administer routine purchases and transactional based activities
- Manage the database to assure accuracy, input new contacts, extract lists for sending targeted outreach and specific communications
- Communicate with and provide exceptional customer service to staff and board members, vendors, members, and stakeholders
- Oversee the logistics and scheduling of staff and board meetings; assist with in-person and virtual event planning and execution
- Communicate as needed with Movability's IT support to provide general assistance to staff on computer and software setup and basic IT troubleshooting

What you'll bring:

- Two to three years of relevant experience and/or training
- A high proficiency in Quick Books Online, Microsoft Outlook, MS Word, Teams, Excel, Zoom, business writing and general office procedures

- Experience in database management
- An acute attention to detail
- Effective communication skills, which can be adapted to a variety of audiences
- The ability to work closely with the Executive Director using sound judgment and discretion
- Courtesy, professionalism, and sensitivity to successfully interact with cross-generational stakeholders
- Ability to work in our downtown Austin, Texas office three days each week

Preferred Qualifications:

- Ability to write professional reports and business correspondence
- Microsoft Office Specialist certifications
- Knowledge of Survey Monkey and website upkeep
- Experience in collecting and categorizing data
- Bilingual in Spanish/English
- Experience with Twitter, Instagram, LinkedIn, and Facebook for business use
- Fully vaccinated
- Transportation Demand Management (TDM) knowledge or experience
- Associates degree or equivalent from a two-year college or technical school

What to send to us:

Cover letter and resume to jobs@movabilitytx.org. Please note “Business Administrator” in the subject line. Direct all correspondence to Lisa Kay Pfannenstiel, Executive Director of Movability. A complete job description can be found [here](#). Resumes will be taken through Wednesday, January 25, 2023, or until the position is filled.

Who we are:

As a business association, Movability provides commute consulting and programs to businesses and commuters in Central Texas. We are proud to work with employers in all industries and of all sizes. We provide mobility education and services that save the employer and their employees time and money while helping them reach sustainability goals.