

At **CUProdigy** we provide solutions by fostering **innovation** and cooperation with our internal and external clients. **WE** are a Core and Cloud Credit Union Service



Organization (CUSO) headquartered in Salt Lake City, Utah. Built from the ground up by a group of credit union leaders who wish to drive their technological destiny and provide greater options to others like them. Through the years, we've dubbed ourselves Prodigies, differentiating our unique value proposition. What sets **US** apart is our commitment to **collaboration** and **trust**. CUProdigy is currently seeking an **Operations Administrator** who is made up of a two-to-one ratio of contagious culture and skill. We believe in building a better organization by connecting with remarkable hearts and minds of talented individuals like **YOU**. Are you ready to go beyond remarkable?

Our Operations Administrator will:

- Be responsible for assisting with the daily accounting, administration and human resource needs of the organization supporting both local, hybrid, and remote workforce.
- Assist with maintenance of the accounting and HR related systems, bi-weekly, month-end, quarter-end and annual payroll and HR related reconciliations, reporting, and filings.
- Assist in filing, maintenance and retention of Business/Administrative documentation such as business licenses, insurance policies, etc..
- Provide other administrative support as necessary, including scheduling group meetings, maintaining calendars, doing research, and creating reports.
- Assist in the planning and execution of corporate events for both internal and external events.
- Generate reports/queries, including writing, maintaining and supporting a variety of reports or queries utilizing appropriate reporting tools. Helps maintain data integrity in systems by running queries and analyzing data.
- Act as the gatekeeper by answering telephone calls, snail mail, and emails from customers and clients and directing them to relevant staff.
- Perform receptionist duties: greet visitors, and answer and direct phone calls.
- Receive and sort incoming mail and deliveries, and manage outgoing mail.
- Reign Champion Supreme in their ability to Google and solve any problem they encounter!

Our Operations Administrator can:

- Process AP/AR, bank deposits and provide general ledger reconciliation support to the AVP of Finance.
- Identify opportunities for process and office management improvements and execute approved changes independently.
- Act as a primary contact for staff with HR needs, answer/triage inquiries, and provide accurate information on related questions with a customer service focus, escalate issues to appropriate channels.
- Plan, prioritize and organize work effectively; work effectively under pressure and time deadlines; analyze root cause, propose reasonable solutions, make logical decisions, carry out decisions made, and follow up with feedback where appropriate.
- Support creation, streamlining, maintenance of internal HR processes, procedures, documents, templates, job descriptions; maintain personnel files, digitally and hard copy, ensuring compliance.
- Assist with coordination of meetings and/or trainings including drafting presentations, scheduling, registration, reminders, tracking participation, arranging AV, material reproduction, distributing surveys and collecting evaluations.
- Assist in gathering and providing information for all regulatory audit processes and procedures.
- Keeps current on federal and multi-state payroll and human resource laws and regulations by reading applicable materials and attending seminars/conferences.
- Maintains and makes recommendations regarding office policies and procedures, and ensures they are implemented appropriately.

Our Operations Administrator possesses:

- High school diploma or equivalent required, BSBA preferred.
- Demonstrated experience working in a complex, fast paced, deadline-oriented customer-focused environment with frequent interruptions.
- Advanced proficiency using a variety of software, such as Microsoft Suite and Google Suite.
- Ability to generate reports and present data in usable formats. Aptitude to learn new technologies is a must.
- Pride in being called anal retentive! Must demonstrate meticulous attention to detail, initiative and follow-through; must be highly organized and able to perform tasks with a high degree of accuracy, efficiency, transparency, timeliness and accountability.
- Courage to be a bit bossy and unapologetically the greatest sidekick in history. Ensuring senior leadership is supported to the best of their ability.

- A desire and commitment to uphold and enhance Prodigy's commitment to integrate equity, diversity, inclusion and belonging throughout all we do in support of our clients.
- An ability to handle highly complex and confidential information with discretion and sensitivity required.

Our Commitment to You:

- Salary range \$47,573 - \$65,845
- Contagious Company Culture in a flexible working environment
- Team focused culture committed to innovation and collaboration
- Commitment to professional development and growth opportunities
- Competitive salary and dynamite benefits package; traditional and boutique
- 401k with a 4% company match
- Paid Time Off + Paid Holidays + Paid VTO
- Quarterly Community Giveback Initiatives
- Hybrid work schedule offered

Prodigy is an equal opportunity employer complying with all applicable federal, state and local laws. All qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other category protected by federal, state and local laws.