



Assistant Business Manager Job Description

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For over 20 years, Central States Marketing has helped businesses and non-profits reach their marketing aspirations, treating clients with the respect they deserve. As a comprehensive marketing firm located in Peoria, IL, we serve local, regional, and national clients. We offer a full complement of services, including strategic branding, logo creation, website development, online marketing, media planning, and much more. Our top-notch talent includes professionals with a variety of unique skills and perspectives. At CSM, we are energized by creating opportunities that disrupt the status quo to deliver solutions that go beyond for our clients.

CSM seeks a highly motivated and organized Assistant Business Manager to contribute to our continued success. The Assistant Business Manager will play a crucial role in supporting the Business Manager in the financial and operational aspects of CSM.

Job Duties:

- Maintain and organize important documents, contracts, and agreements
- Assist with monthly processes: billing, accounts payable and accounts receivable
- Personnel management: employee PTO, onboarding, health insurance enrollees
- Troubleshoot AP/AR reconciliation discrepancies
- Order and maintain office supplies and inventory
- Manage central filing system, including archives and vendor files
- Assist with event planning and coordination for company events and/or meetings
- Front office support
- Perform other related duties as required and assigned

Desired Skills/Qualifications:

- Bachelor's degree in Business or Accounting, and 2-3 years of work experience
- Possess strong analytical, communication, and time-management skills
- Excellent organization and multi-tasking abilities
- Self-starter with the ability to work independently and meet deadlines and management requests
- Familiarity with Quickbooks or other accounting programs, proficient with Microsoft Excel

Job Type: Full-Time, M-F, 8am-5pm, In office (Peoria, IL)

Central States Marketing offers an attractive compensation package, which includes a competitive salary, 401(k) plan, PTO, holiday pay, and a comprehensive benefits program. CSM is an equal-opportunity employer committed to an inclusive workplace. Anyone interested is encouraged to apply and CSM does not discriminate on the basis of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Employment with Central States Marketing is contingent upon the satisfactory completion of a criminal background check.