

JOB DESCRIPTION

JOB TITLE: Operations & Accounting Assistant
CLASSIFICATION: Non-Exempt / Hourly
REPORTS TO: Principal of Finance & Operations

JOB SUMMARY:

Represents the organization in initial on-premise contact, providing routine information and direction to callers and visitors. Performs general clerical duties, basic General Ledger accounting, and accounts payable.

DUTIES AND RESPONSIBILITIES:

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Duties and responsibilities may be adjusted at any time due to reasonable accommodation or other reasons.

- Greets incoming vendors and guests.
- Answers, screens, and directs incoming telephone calls.
- Maintains inventory and ordering of all office supplies using multiple vendors, with focus on total cost reduction.
- Assists employees, vendors, clients, and customers by answering questions related to accounts, policies, and procedures.
- Ensures timely and accurate processing of accounts payable; receives, verifies, audits, and posts accounts payable invoices into accounting system in compliance with financial policies, procedures and contractual requirements.
- Reconciles corporate credit cards and codes for accounting system entry.
- Reviews, audits, and processes employee expense reimbursements; verifies accuracy of expenses and adherence to company policies.
- Receives, sends, and distributes mail and parcels.
- Reconciles and extracts general ledger data with various registers.
- Reviews, balances, and interprets reports, and proposes corrections.
- Creates, formats, or revises documents including letters, memos, financial statements, reports, proposals, spreadsheets, and presentations from various sources using MS Word, MS Excel and Power Point for all departments.
- Prepares complex and detailed documents including tables, graphs, charts, tables of content, indexes or multiple columns.
- Proofreads and spell checks all documents.
- Interfaces with appropriate departments to coordinate workflow and maintain timeframes.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must have three years of general clerical or administrative experience two of which includes full duties serving as an accounting assistant or clerk. An Associates Degree or Business Technology certificate may be substituted for one year of experience.

Preference is given to those with Architectural, Engineering, or Construction office experience.

Language Skills

Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Internet software; Spreadsheet software and Word Processing software.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit, talk, and hear. The employee is frequently required to stand; use hands to finger, handle, or feel; reach with hands and arms and stoop, kneel, crouch, or crawl. The employee is occasionally required to walk; climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is frequently exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

OTHER REQUIREMENTS:

- Hours of work are 8 AM to 5 PM, Monday through Friday. No schedule flexibility can be provided.
- Employee frequently asked to drive personal vehicle to run company errands and will be reimbursed for actual mileage per established IRS rates.