**A close-up of a logo

AI-generated content may be incorrect.**

**Job Title: Administrative Assistant**

**Department: Accounting/Administration**

**Reports To: Vice President of Finance**

**FLSA Status: Non-Exempt (Full-Time)/In Office Position**

**Work Hours: 7:00am-4:30pm (30 lunch break) 40 Regular/5 OT weekly**

**SUMMARY**

Administrative Assistant position will aid the Accounting and Administration team with a variety of tasks. This individual will be seated in the reception area and be the first point of contact for anyone visiting our office. This position will be for a “utility player” on the team that will get exposure to all the various functions in the department and office. The duties of this role will evolve as new hire gains experience. Individual needs to be a team player and willing to assist in all areas where needed.

**ESSENTIAL JOB FUNCTIONS**

* Greet Visitors; Answer Door; Manage Outlook Meeting Calander
* Open and Distribute Mail; Stamp and Assist in Deposit of Daily Bank Deposit
* Order Office Supplies and Maintain Stock for Inventory Closets
* Order and Maintain Kitchen Supplies & Daily Cleaning of Coffee Machine
* Order, Set Up, & Clean Up for Office Breakfast & Lunches for Meetings
* Assist in Management of Facilities: Managing Office Maintenance Vendors, etc.
* Order, Maintain, & Distribute Employee Uniforms
* Process Incoming AP invoices; Scan Expense Reports & Receipts
* Process AP Checks to be Mailed Out (Stuff Envelopes, Stamp, & Take to Post Office)
* Handle Distribution of Expense Report Checks
* Assist with Account Receivable Collection Efforts
* Review Vendor Statements and Match to Receive Invoices and Request Missing Invoices
* Reconciliation of Monthly Vendor Statements Against Invoices in Accounting System
* Maintain filing for the Accounting Department
* Other Administrative Duties, & Other Tasks, as Assigned

**EDUCATION, EXPERIENCE and/or CERTIFICATES, LICENSES, REGISTRATIONS**

* High School Diploma and/or some college, helpful
* 1-3 years of Office Administrative Experience, helpful
* Strong Microsoft Office Skills, Especially Excel, preferred.
* Great Organization Skills, Multitasking, Great Attention to Detail, Desire to Learn & Grow with Team

**NO RECRUITERS OR PHONE CALLS PLEASE**