

JOB DESCRIPTION

Project Administrator/Assistant Office Manager

SUMMARY

We have been in business for over 25 years. Our client companies are diverse in the work that they do, and we support them in all of their needs and help them meet their goals. The position of Project Administrator/Assistant Office Manager will have a focus on accounting and operations and will work with multiple clients. This role will be responsible for providing administrative and operational support to our clients, ensuring effective and efficient operational and bookkeeping systems are maintained.

CORE JOB DUTIES INCLUDE (BUT ARE NOT LIMITED TO):

- Work with clients, vendors, and subcontractors in coordinating operational procedures
- Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, or presentation software
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
- Compile statistical, financial, accounting, and/or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Classify, record, and summarize numerical and financial data to compile and keep financial records, using QuickBooks, Jobber, or other software
- Comply with federal, state, and company policies, procedures, and regulations
- Operate accounting software to record, store, and analyze information
- Debit, credit, and generate totals for accounts on spreadsheets and databases, using specialized accounting software
- Reconcile, note and report discrepancies found in records
- Conduct research, compile data, and prepare papers for consideration and presentation for team members
- File and retrieve corporate documents, records, and reports
- Managing schedules, preparing agendas, organizing, attending and recording minutes for meetings, making travel arrangements for team members when necessary
- Perform general office duties, such as ordering supplies, and maintaining records management of internal database systems
- Greet visitors and determine whether they should be given access to specific individuals
- Answer phone calls and direct calls to appropriate parties or take messages

POSITION REQUIREMENTS

- An associate's diploma or equivalent
- At least two years' experience in bookkeeping
- At least one year experience in job cost accounting in construction or trades businesses
- At least one year experience with QuickBooks or Sage
- Ability to give full attention to direction provided, to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, and to manage one's own time.
- Ability to adjust actions in relation to others' actions, and to manage one's own time and the time of others.
- Ability to adjust actions in relation to others' actions, and to actively look for ways to help others.
- Ability to pivot frequently between tasks and prioritize client needs.

CORE COMPETENCIES

- **Integrity:** Job requires being honest and ethical.
- **Attention to Detail:** Job requires being careful about detail and thorough in completing work tasks.
- **Dependability:** Job requires being reliable, responsible, dependable, and fulfilling obligations.
- **Independence:** Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- **Cooperation:** Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- **Concern for Others:** Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.

PHYSICAL ENVIRONMENT

This position will be based in our multi-faceted office Elgin office where we support our construction client sin a professional atmosphere. The position will consist of 6 to 8 hours a day, depending on pace, and will eventually be 40 hours guaranteed. Business hours are 8 a.m. to 5 p.m. Monday through Friday.

PREFERRED SKILLS AND ABILITIES

Ideal candidate will have experience in supporting one or many clients in their bookkeeping, administrative, and operational efforts. Qualified applicants must be results driven, detail-oriented, dependable, and enjoy interacting with others through displays of strong client relations and communication skills. The individual will be adaptable, flexible, and have the ability to pivot to different tasks throughout the day.