

Administrative Office Support - Full Time

Education

- Bachelor's degree in Business – Preferred

Experience

- Minimum 5 years in a professional services office environment
- Accounting experience is a plus

Salary

- Negotiable and commensurate with applicable experience

Responsibilities

The applicant should be a self-starter who can support company operations by working efficiently and effectively in a team-oriented environment. Successful applicant must be able to demonstrate experience and/or skills in the following areas:

- Answer telephone calls and greet visitors
- Prepare payroll
- Pay vendors, respond to all vendor inquiries regarding finance, and keep track of payments
- Prepare invoices and interface with client AR Departments
- Design and maintain filing systems
- Maintain historical records
- Assist with paperwork, updates and questions related to employee benefits
- Develop and update administrative systems to improve efficiency
- Contribute to team effort by accomplishing related results as needed
- Learn new tasks when needed

Skills and Qualifications

- Data entry/management, attention to detail, organization and planning, accurate keyboard skills, communication skills, promoting process improvement
- Proficient in Microsoft Office – Required
- Accounting Software - Preferred