

JOB DESCRIPTION: We are seeking to fill the role of Finance & Administrative Controller to help with the organization and running of the daily operations within the company. The ideal candidate will be a hard-working professional, able to undertake a variety of office support tasks, support office & field personnel, be capable of taking initiative to learn and grow within the company, and able to work diligently under pressure. This person must be comfortable working with a high degree of attention to detail and discretion as well as incorporating new and effective ways to achieve better results.

JOB RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Maintain and update financial records, including ledgers, invoices, receipts, and payroll records.
- Process accounts payable and receivable, ensuring timely and accurate payments.
- Reconcile bank statements and ensure the accuracy of financial data.
- Prepare financial reports, budgets, and forecasts as required.
- Manage payroll processing and ensure compliance with relevant regulations.
- Monitor office supply levels and place orders as needed.
- Oversee office operations, including coordinating meetings, managing calendars, and maintaining office organization.
- Assist with human resources tasks such as onboarding new employees and managing employee records.
- Handle confidential information with discretion and maintain data security.
- Respond to inquiries from employees, clients, and vendors in a professional and timely manner.
- Support special projects and perform other duties as assigned by management.
- Receive, Sort, and Distribute Communications/Mail/Packages
- Perform Reception Duties
- Answer and Route Calls on a Multi-Line Phone System
- Record Keeping and Filing – Support All Office Staff
- Prepares Travel Arrangements for Staff
- Provide Administrative Support to Management (Prepare Documents, Updating CRM, Assisting with social media etc...)

REQUIREMENTS/QUALIFICATIONS:

- Proven experience as a Bookkeeper, Office Manager, or in a similar role.
- Proficiency in accounting software (e.g., QuickBooks, Xero) and MS Office Suite.
- Strong understanding of basic accounting principles and financial reporting.
- Excellent organizational and time management skills.
- Attention to detail and high level of accuracy in work.
- Strong communication and interpersonal skills.

- Ability to handle multiple tasks and prioritize effectively.
- Familiarity with payroll processing and human resources functions is a plus.
- Associate's degree or higher in Accounting, Business Administration, or related field preferred.

PERFERED SKILLS

- Familiar with Federal/State Municipality Procurement Procedures
- Experience as a Back-Office Assistant, Office Assistant, or in another relevant Administrative.
- Knowledge Office Management Procedures
- Ability to implement Office Management Procedures
- Bi-Lingual is a Plus

SCHEDULE: 8:00 a.m.- 5:00 p.m. Monday – Thursday & 8:00 a.m. – 12 p.m. Friday

COMPENSATION: \$15-\$23/hour

ADDITIONAL BENEFITS (After probation period): Medical Insurance/Stipend, Half-Days on Friday