

## POSITION DESCRIPTION

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**POSITION:**            **Administrative Specialist Bookkeeping**

**DEPARTMENT:**       Administration

**REPORTS TO:**         Administration Vice President

**POSITION SUMMARY:**

The Administrative Assistant position assists with tasks related to planning, organizing and managing inoLECT Bookkeeping and Human Resources tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Assure that the enterprise and its mission, programs and services are consistently presented in a strong, positive image to all stakeholders (internal and external). Actively advocate for the organization, its beliefs and its programmatic efforts.
- Provides first level of customer support between enterprise and stakeholders.
- Process all department expense reports.
- Process all timesheets in accordance with individual department labor policies.
- Process all sales orders.
- Process accounts payables and accounts receivables.
- Process all invoicing.
- Manage customer and vendor records.
- Ensure all Bookkeeping related procedures are up to date.
- Manage Business Administration Document Control Program (scan documents, profile documents, adjust DMS standards guide).
- Process data entry for Administration asset tracking.

**QUALIFICATIONS:**

- College degree in any fields related to Business Administration, Management, Accounting, Human Resources or Project Management preferred
- Experience in engineering, industrial or electrical setting is preferred
- Proficient in Microsoft Office applications, Accounting software, Document Management Systems and Enterprise Resource Planning systems.
- Qualified candidates demonstrate close attention to detail, are highly organized, are strong communicators and enjoy a fast-paced environment.

**EMPLOYMENT REQUIREMENTS:**

- Maintain appropriate credentials
- Be able to pass pre-employment, random and pre-access drug screens.
- Complete a satisfactory criminal background check (pre-employment and ongoing and may include credit history)
- Valid driver's license
- Be eligible to work in the United States

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This is a non-exempt position that can be full-time or part-time with a 20-hour minimum work week. Hours of Operation are Monday through Friday, 7:00 a.m. to 5:00 p.m. Hours that must be covered by a qualified individual, include the span from 8:00 AM to 1:00 PM

**TRAVEL:**

- No travel is expected for this position except to occasional seminars, training events and conferences.

**AMERICANS WITH DISABILITY SPECIFICATIONS:**

***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 occasionally required to drive; travel short distances by car; stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

***WORK ENVIRONMENT***

Work environment characteristics 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 will not be exposed to weather conditions.

The noise level in the work environment is usually mild (not requiring hearing protection).