ACCOUNTING ADMINISTRATOR
Job Description

Position Classification:
Full Time
Non-exempt

Position Reports to:
Accounting Manager

Position Supervises:
None

Position Summary:
Be the critical team player in the day-to-day processing of administrative duties within the finance department.

Responsibilities:
Duties include but are not limited to the following:

Essential Functions:

ACCOUNTING ADMINISTRATION

- Send out vendor payments and customer invoices.
- File/scan/copy invoices, bank, tax, and other documents as needed
- Respond to finance department-related requests and inquiries via telephone and/or email.
- Interface with other functional departments to facilitate resolution of issues.
- Work on special projects for partners at the approval of the Accounting Manager or CFO.
- Support other administrative staff within the company as needed.
- Other duties as assigned by supervisor.
Qualifications and Experience:
- Ability to work independently using good judgement, and as a team player.
- Excellent communication skills including written, verbal, listening, and customer service skills with the ability to effectively communicate with and work well with others in order to manage projects, etc.
- Must possess strong analytical abilities.
- Must exude professionalism.
- Pleasant telephone manner with an upbeat and friendly demeanor.
- Exceptional organizational skills with a high consideration to detail and accuracy.
- Resourceful, self-motivated with a sense of urgency and strong work ethic
- Adept at time management.
- Able to work with finite deadlines.
- Trustworthy, honest, respectful, and flexible.
- A desire to learn and advance in a fast-paced environment
- Must be able to be entrusted with confidential information.
- Proficient computer skills working with various office equipment, computers and various programs including Excel, Word, Outlook, QuickBooks etc. and the ability to effectively work on spreadsheets, word processing, networking, and e-mail programs.
- Authorized to work in the United States for any employer.

Education and Certifications:
- Associate’s degree or functional equivalent preferred.

Physical demands:
The physical demands described here are representative of those that must be met by an Individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Most work is performed in a temperature controlled office environment.
- While performing the duties of this job, the Individual is required to walk 10% of the time, stand 10% of the time and sit 80% of the time.
- The Individual will occasionally lift and or carry up to 25 lbs.
- Individual may use computer, phone, copier and other office equipment in the course of a day.
- While performing the duties of this job, the Individual is occasionally required to use hand to finger, handle or feel objects, touch and use tools, reach with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel, crouch, crawl, grasp, talk, hear, and walk during the course of employment.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception and an ability to adjust focus.
- Individual may be required to travel for business purposes.

Work Environment:
Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable
accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing this job, the employee is exposed to weather conditions prevalent at the time. This may include warm, hot or cold temperatures. The noise level in the work environment is moderate.

**Work Schedule:**
As a non-exempt hourly employee, the employee shall work a designated schedule as assigned by management. Employee shall not work over 8 hours per day or 40 hours per week without prior authorization from management but if so, will earn overtime for any work performed in excess of 8 hours per day or 40 hours per week. Employee must also follow company’s policies regarding required meal breaks.

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