



Position Description – Office Administrator

Position Title: Office Administrator **Drafted:** February 28, 2021

FLSA Classification (Exempt / Non-Exempt): Non-Exempt

Supervisor's Title: Director

Schedule: 30 hours/week to start, ramping up to 40

Performance Review:

Position Essential Functions and Responsibilities: The Office Administrator will provide administrative support to ensure the efficient operation of the office. Incumbent will support partners and staff via a variety of accounting, administrative and compliance tasks and will be responsible for confidential and time sensitive materials.

Essential Functions:

Essential functions include the following. Other duties may be assigned.

Administrative:

- Receive, sort and distribute mail
- Respond in a timely manner to phone emails, calls, and voicemails
- Order and maintain office supplies
- Manage the organization's cell phone accounts
- Manage the company's Gmail account and Google drive documents
- Update Employee Handbook as needed
- Coordinate employee onboarding with our payroll and benefits provider
- Manage the workers compensation program including processing first reports of injury

Bookkeeping:

- QuickBooks management
- Process invoices and forward to AP platform
- Manage Employee Credit Cards
- Create sales orders
- Process client invoices, including electronically via invoice processing platforms
- Review, prepare and send Accounts Receivables statements
- Process IFTA fuel tax reporting
- Maintain employee work hours via TSheets and serve as payroll liaison with our payroll provider
- Process 401K contributions

Qualifications Requirements:

- At least 1 year QuickBooks experience
- At least 2 years' experience in an Office Administrative role
- Strong attention to detail, deadlines, and discretion
- Excellent written and verbal communication skills



- Demonstrated success learning new technology
- Willingness and excitement to grow with the company

Education and/or Experience:

High school diploma or equivalent

Certificates, Licenses, Registration:

- Notary Public certification preferred but not required

Technical/Computer Skills:

MS Office (Excel, Word, PowerPoint)

QuickBooks

Google Suite

Physical Demands:

Frequent walking, standing, and sitting within the work area.

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.

Work Environment:

- The work environment is that of a fast-paced office with moderate noise levels (e.g., business office with computers & printers, light traffic).
- This position requires working independently as well as part of a team.
- This position requires verbal and face to face interaction with others on a daily basis.
- Frequent use of a computer is required.
- Frequent use of general office equipment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please read carefully and check one of the choices below:

___ I have reviewed the job description above. I can perform all of the essential functions of the job.

___ I have reviewed the job description above. I can perform all of the essential functions of the job with the following reasonable accommodations: (Please list on back side of this page.)

Print employee name: _____

Employee Signature: _____

Supervisor Signature _____

Job Title

Date: _____

