

## Accounts Payable and Administrative Assistant (30-32 hours/week)

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### **JOB DUTIES**

- Performs a range of accounting and administrative duties to support the accounting and business development department – reports to both the Controller and the BD Manager.
- Assists with weekly processes for timecard submission and approvals.
- Reviews, audits, and processes employee expense reimbursements; verifies accuracy of expenses and adherence to company policies.
- Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures, and contractual requirements.
- Ensures timely and accurate processing of accounts payable transactions in accordance with established cost and financial principles and procedures; receives, verifies, and posts accounts payable invoices into accounting system and processes timely vendor payments in coordination with Controller.
- Provides subcontractor management support including follow-up on required contracts, addendums and certificates of insurance to ensure compliance, receives subcontractor invoices and obtains project manager approvals, processes subcontractor payments in accordance with contract terms and department policies.
- Prepares billing documentation as needed for the project accounting processes.
- Reviews vendor account statements and interacts with vendors and department managers to resolve any account discrepancies.
- Imports and reconciles credit card statement(s) in accordance with established cost principles, collects and reviews credit card receipts ensuring purchases are made in accordance with financial policies, procedures and contractual requirements.
- Maintains vendor and employee expense files and records in accordance with accounting department policies and procedures.
- Performs regular review and data management in Ajera and CRM databases as assigned by Controller and BD Manager.
- Assists with other adhoc accounting and/or business development projects as directed by the Controller or the BD Manager.
- Provides backup support to the administrative team to answer, screen, and direct incoming telephone calls.

### **QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- Associate degree or higher in accounting
- 4-5 years' experience processing Accounts Payable and Employee Expense reports
- Familiarity with F.A.R. Cost Principles and Procedures is critical
- Experience with Ajera software by Deltek is desirable
- Or equivalent combination of education and experience

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**SKILLS**

- Accurately keystroke a minimum of 50 wpm.
- 10-key by touch.
- Demonstrated ability to calculate figures and amounts.
- Proficient on Microsoft Office, especially Excel, and Ajera (preferred).
- Acute attention to detail.
- Strong organizational skills.
- Commitment to excellence and high standards.
- Excellent written and verbal communication skills.
- Ability to understand and follow written and verbal instructions.
- Versatility, flexibility, and a willingness to work within constantly changing priorities.