



## Financial Administrator

### *Position Description*

#### **I. Overall Expectations**

- a. B.S. Degree in Accounting, Finance or Business Administration (*or working towards*)
- b. Accounting and/or QuickBooks proficiency
- c. Excellent writing organization and communication skills
- d. Consistent attendance

#### **II. Employee Management**

- a. None

#### **III. Duties**

- a. Invoicing, A/R, A/P, Deposits, bank reconciliations (QuickBooks)
- b. Maintain "Corporate Metrics" Report
- c. Time system / Invoicing reconciliation
- d. Assist with paperwork
- e. Bank reconciliations
- f. Work with tax accountant on tax related issues
- g. Submit quarterly reports to the State

#### **IV. Other Duties**

- a. Management of personnel financial data
- b. Perform any/all professional tasks as requested by President

#### **V. Compensation**

- a. Salary & Benefits Package

#### **VI. Potential Career Path Directions**

- a. Sr. Financial Officer

#### **VII. Goals**

- a. Effectively/efficiently manage all financial aspects of corporation(s)