

## JOB DESCRIPTION

### OFFICE ASSISTANT

**Status:** Non-exempt, full-time  
**Salary:** \$36,000 to \$50,000 per year, depending on experience  
**Reports to:** Company Controller

**Summary of the Position:** Under general supervision of the Company Controller, provides support in the areas of office administration, purchasing, and bookkeeping.

#### Duties and Responsibilities

##### Administrative Support:

- **Reception** – Greets clients, vendors and other visitors; ascertains nature of business and directs visitors to appropriate department or person.
- **Answering Phones** – Receives calls and gives information to callers; screens and routes calls to appropriate destination; obtains and records caller's name, time of call, nature of business, and person called upon.
- **Filing** – Files papers as deemed necessary by supervisor.
- **Data Entry and Typing** – Enters data using Microsoft Word and Excel and other appropriate programs; types reports, business correspondence, memos and other items as deemed necessary by supervisor.
- **Office Equipment and Supplies** – Maintains copier and fax machine, orders office supplies as needed.
- **Travel Arrangements** – Makes travel arrangements as requested.
- **Mail** – Distributes incoming mail; keeps postage stamps at level needed for outgoing mail.
- **Business Insurance** – Keeps and updates general insurance files, makes requests for certificates, keeps company vehicle insurance cards current.
- **Purchasing** – Coordinates purchase of general supplies, calls-in, emails or makes Web orders according to approved POs; maintains vendor files; tracks specific purchase orders to jobs when required.
- **Building Maintenance** – Liaison for cleaning company, fire and burglar alarm company, landscaping company, calls in electrician, handyman, plumber, as needed. Maintains emergency call list for employees.
- **General** – Organizes company events and liaison for tradeshow and conferences.

##### Bookkeeping:

- **Accounts Payable** – Matches POs and packing slips to invoices; verifies invoice does not exceed PO and packing slip matches PO; gets approval as appropriate; enters vendor invoice into accounting system; account coding to General Ledger with job for each expense; processes vendor payments; creates weekly Payables report for approval and processes bills by printing and mailing checks.
- **TCI Credit Cards** – Tracks proper expense substantiation for use of credit cards; enters charges from online statements; maintains related records.

- **Reconcile Accounts** – Reconciles credit card bills upon receipt; checks vendor statements for receipt of invoices and payments made.
- **Petty Cash** – Provides safe and secure storage of the cash fund; maintains proper documentation; ensures that each transaction is allowable and for the purpose for which the fund was authorized; balances the fund each time a disbursement is made, or a minimum of once per month if no disbursements are made; documentation of balancing is to be maintained with the cash records.

#### Miscellaneous:

- Assists with other tasks as needed.

### **Education, Knowledge, Skills, and Abilities**

#### Education/Experience:

Any combination of education and experience providing the required skill and knowledge for successful performance would be qualifying. Typical qualifications would be equivalent to:

- Possession of high school diploma from an accredited school and some college coursework in business.
- Three to five years progressively responsible experience in office procedures, purchasing and accounts payable.

#### Knowledge:

- Operation of a multi-line telephone console
- Correct English usage, spelling, grammar and punctuation
- Modern office practices and equipment
- Must be familiar with ECI-M1, Windows Office applications, and Outlook

#### Skills:

- Use phones and computer
- Perform routine clerical and other administrative work
- Operate office equipment
- Maintain working relationships with staff and public
- Recognize and maintain confidentiality of work materials as appropriate
- Follow instructions but also able to work independently
- Communicates effectively (verbal and written)

#### Work Hours and Travel:

- Office work hours are M-F 8:00-5:00pm.
- Occasional travel as needed for training and business needs

#### Physical Requirements:

- Extended periods of sitting
- Repetitive motion with hands
- Extended use of keyboard and computer.
- Ability to lift 50 lbs
- Lifting, bending, twisting, reaching, walking, and standing

- Adherence to attendance requirements as stated in the policy handbook

Working Conditions:

- Standard office setting

Licenses:

- Possession of a valid class C motor vehicle operator's license
- Willingness to use personal vehicle in the course of employment
- Ability to work in the United States

**This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required by their supervisor.**