

TITLE: Administrative Assistant/Accounting Clerk

REPORTS TO: Sr. Executive Assistant

• **QUALIFICATIONS:**

- Minimum 5-7 years administrative assistant/accounting experience
- A combination of education and experience will be considered
- AP/AR/Data Entry skills
- Advanced knowledge of MS Office Suite
- QuickBooks knowledge
- Interpretive and analytical
- Excellent oral and written communication
- Service oriented focus on assisting with both internal and external projects
- Proactive and takes initiative by anticipating team needs
- Extremely detail-oriented with the ability to take the lead to follow up on project status
- Experience with problem solving and recommending changes
- Strong multitasking and time management skills
- Ability to adapt and learn new skills
- Ability to work as a team as well as autonomously
- Project management software experience helpful
- A professional appearance and pleasant client service personality and attitude

HOURLY RATE: \$20.00 - \$22.00 per hour

RESPONSIBILITIES

Administrative Assistant/Accounting Clerk is responsible for the following tasks, including, but not limited to:

- Code and enter vendor expense invoices
- Process employee time sheets
- Code and enter mileage reports
- Data entry
- Answering a multi-line telephone system and professionally administering all incoming calls by ensuring callers are directed appropriately. This position answers calls beginning promptly at 8 a.m. and throughout the day until 5 p.m.
- Transfer telephones to the after-hours answering service and collect messages from them each morning or as appropriate
- Advise staff and after-hours answering service of employees on call each week and keep on call calendar updated
- Greet our clients in a professional, friendly, and hospitable manner – offer coffee, other refreshments

- Open and close common areas (locking doors, closing blinds, turning off lights) and keep office, kitchen and conference rooms clean and tidy
- Process incoming and outgoing mail and FedEx shipments – may include occasional trips to post office for Certified mailings or FedEx drop off box
- Maintain all vendor and construction contractor contact lists
- Monitoring office supply inventory
- Other duties as assigned
- Maintains proficiency on office machines

PHYSICAL DEMANDS

Employees must also be able to lift and move a minimum of 30 lbs., sit, walk, talk, hear, and reach with hands or arms. Hand-eye coordination is necessary to operate computers and other office equipment as required. The employee is also required to kneel, crouch, and bend. The employee is in a position that frequently communicates with other employees. Must be able to exchange accurate information in these situations. Employee will be operating a computer and other office machinery. Occasionally drive to city, county, state entities, and job sites.

COMPANY

AGPROfessionals is a full-service agricultural development company that provides real estate, engineering, surveying, environmental, and land use consulting for the agriculture industry across the U.S. AGPROfessionals is growing within a fast-paced and demanding environment with changing needs and priorities.

We offer competitive wages and an excellent benefit package in a casual yet professional environment. If you are interested in joining our team, please visit our website at www.agpros.com to submit your cover letter and resume.