**Position**

**Accounting Administrator**

Reports directly to Controller

**This is a hybrid in office/remote position**

**Roles**

* Be a champion of Pro-Tec Experience through adherence to customer centered methodologies and accounting and financial standards and reporting
* Project Administrator
* Accounts Receivable Administrator
* Develop lasting relationships with client, vendor and subcontractor personnel
* Support and foster Pro-Tec Design’s internal relationships, including those with Sales, Implementation, Purchasing and Service
* Serve as a company resource for company events
* Manage office operations

**Responsibilities**

* Provides administrative support to project managers as required
* Prepares all Project, T&M and Direct Material Billing in ConnectWise
* Administers AIA billing process, W-9, lien waivers and other project documents as required
* Serves as a backup for Service Billing and Service Ticket Creation
* Serves as a backup setting up jobs and sales orders in ConnectWise
* Processes daily deposits, electronic and manual, and customer credit card payments
* Completes Monthly Bank Reconciliation in Business Central
* Prepares weekly and monthly reports as assigned
* Manages collections functions, provides reports, contacts customers
* Serves as a receptionist and a face of Pro-Tec in visitor management
* Manages or assists company functions and events
* Manages office equipment, orders office supplies
* Provides general office support as required
* Represents Company in a business-like professional manner in both conduct and appearance, to maximize client satisfaction.

Qualification:

Minimum of 5 year experience performing similar function at another organization

Expert knowledge of Microsoft Office

Excellent communication, oral and written

Strong analytical and problem-solving skills

Strong interpersonal and presentation skills, customer relation skills

Ability to multitask, excellent time-management and organizational skills

Ability to work well under pressure

Self-motivated with a strong desire to succeed

Must have a valid driver’s license and have to pass a background check, including driving record check.