

## **JOB POSTING FOR PEVACH CORP**

If interested, please email your resume and cover letter to [accounting@pevachcorp.com](mailto:accounting@pevachcorp.com)

**Position Title: OFFICE ADMINISTRATOR**

### Duties

1. Use word processing, spreadsheets, database and accounting programs to prepare financial statements and reports.
2. Abide by accounting policies and procedures as outlined by the Company.
3. Work with Management and Supervisor in a team environment.
4. Before invoicing ensure billing, rates are per the Clients contracts, reviewing each invoice for accuracy before obtaining approvals.
5. Ensure the posting of all deposits, accounts receivable, payroll, and payables into the Company accounting system are accurate.
6. When require ensure all reports requested by the Client are submitted within the deadlines once approved.
7. Ensure accounts receivable collections are maintained at the Company's acceptable level.
8. Maintain tracking documents.
9. Answer phones and direct to correct department, taking message if required.
10. Greet customers in a professional and courteous manner.
11. When drafting any memo, letters and forms for approval ensure they are in the standardized Company approved format.
12. Operate office equipment such as photocopiers and computers.
13. Perform other clerical duties when required.

### Working Conditions:

- Work in an office environment.
- Work standard office hours, but overtime may be required to meet deadlines.
- Process high volumes of documentation.
- Can be stressful during periods when deadlines are required to be met.
- Sitting for long periods of time can be hard on the back.
- May be required to travel.

### Skills and Attributes:

- Good oral and written communication skills.
- Good interpersonal skills when dealing with fellow workers and clients.
- Good organizational and time management skills.
- Ability to work as part of a team or independently.
- Have a positive attitude.
- Concentrate for extended periods of time.
- Pay close attention to detail but also be able to switch back and forth between tasks.
- Analyze data.

### Education Requirements:

- Related post-secondary education or related work experience.
- Knowledge in Word, Excel, Access, and Outlook.
- Knowledge in QuickBooks or accounting systems.
- Knowledge and understanding of accounting procedures.