

Accounting Administrative Assistant

The position reports to the Chief Financial Officer (CFO) and is responsible for all administrative duties relating to the finance department. The individual in this position is exposed to a great deal of confidential information and therefore confidentiality is critical. This is an all-encompassing position with emphasis on the Accounting Department but provides services to other departments within the Wellons Group of companies.

QUALIFICATIONS

Three to five years' experience working as an administrative assistant with accounting experience required.

RESPONSIBILITIES

- Contract Administration and Billings – Manage customer contracts tracking all pertinent documents and generating/distributing invoices as directed. Including the filing of all documents relating to contracts such as correspondents, proposals and change orders.
- Steam Plant Monthly Invoicing – Responsible for the preparation of all monthly steam and REC billings for Wellons Energy Solutions subsidiaries.
- Automobiles - Keep fleet schedule and schedule of operators up-to-date and assist controller in keeping track of all company vehicles, titles, licenses, insurance, and the distribution of license tabs.
- Correspondence - All letters, reports, forms, etc. as requested by the CFO and Controller to carry on normal office practices, including mailing, filing, and distribution.
- Credit applications and credit reports for customer – Process customer credit check requested from sales departments through Dunn & Bradstreet and other credit services. Monitor and maintain credit information through Dunn & Bradstreet by adding vendors and updating credit profile.
- Employee Handbooks - Responsible for assemble of the hourly and salaried employee handbooks. Keep current and make changes as directed by the CEO and CFO.
- Contractors Licenses – Track, renew and monitor all State Contractors Licenses
- Certificate of Insurance – Responsible for providing Certificate of Insurances to customers with proper levels of coverage per contract and order requirements. And where appropriate, getting certificates from sub-contractors, vendors, and suppliers. Maintain archive of historical insurance certificates.
- Banking Responsibilities – Administrator for banking services web site under the direction of the CFO, setting up new service, users and accounts. Responsible to restrictively endorse all incoming checks and make the deposit for all companies.

Initiate all intercompany book transfers and outgoing wire transfers, verifying 100% accuracy on all account information and amounts. Issuing and tracking credit cards, daily cash reports, and foreign currency purchase.

- Profit Sharing – Assist in administering the Wellons Deferred Compensation Profit Sharing Plan. Must understand the plan detail to communicate with employees and respond to questions. Able to interpret plan adequately to process documents for participant loan requests and disbursements. Responsible to initiate loans and disbursements with the bank and distribute annual letters to all participants with a statement of account after year-end accounting is complete.
- Notary – Eligible to become a licensed notary in the State of Washington for the use of the company.
- Archives – Responsible to actively electronically file and maintain all corporate and accounting documents. Monitor and maintain all paper archives, purging and shredding documents as needed.
- All other Administrative and Accounting Duties as assigned that helps with the flow of information and work in the accounting department and the Wellons Group of companies.
- Postage funding and petty cash replenishment and balancing. Overseeing lease of postage machine
- Assist with HR and Payroll issues as required.

REQUIRED SKILLS

- Above average computer skills working in Word and Excel and the ability to create document templates and reports.
- Records management and accurate filing procedures.
- Above average problem solving, written/oral communication skills.
- Must be able to multi-task.
- Ability to follow through on projects with little or no supervision.
- Some human resources & payroll experience desired.

Qualified candidates who possess these skills and are looking for a position in a well-established firm offering medical, vision, dental, and profit sharing are encouraged to submit a resume.

E-Mail: HR@Wellons.com