

# Scalish Construction

## Administrative and Accounting Assistant

**Job Title:** Administrative and Accounting Assistant

**Job Status:** Salary, Exempt

**Reports to:** Owner

### Summary

The Administrative and Accounting Assistant will support the smooth operation of the company by managing both administrative tasks and basic accounting functions. The role involves a combination of office management, clerical duties, and financial support. You will work closely with all team members to ensure accurate record-keeping and help maintain an organized work environment.

### Essential Functions

Admin Duties:

- Greet visitors, answer phone calls, and manage email correspondence.
- Enter invoices into Foundation.
- Monitor sub-contractor paperwork and update SharePoint and Foundation as needed.
- Schedule meetings, appointments, and coordinate company events.
- Maintain office supplies and manage vendor relationships.
- Organize and maintain filing systems, both physical and digital.
- Handle incoming and outgoing mail and deliveries.
- Assist in preparing reports, presentations, and correspondence.
- Ensure that all company vehicles undergo regular inspections by maintaining accurate records of vehicle inspections, including dates, results, and any required follow-up maintenance.
- Update housing license annually.
- Troubleshoot and resolve problems related to computers, printers, phones, and other office equipment.
- Update contractor license annually.
- Onboard new employees with copier, voicemail, key code.
- Ensure all Independent Contractor (IC) agreements are properly executed, signed, and documented.
- Prepare and draft client contracts, ensuring all necessary terms and conditions are included and aligned with company policies.
- Provide updates to team members prior to meetings.

# Scalish Construction

## Administrative and Accounting Assistant

- Attend meetings, or important discussions and take detailed, accurate notes for record-keeping and future reference.
- Prepare, distribute, and collect lien waivers from subcontractors and suppliers for ongoing projects.
- Monitor and replenish stock levels of kitchen supplies such as beverages, snacks, utensils, napkins, dish soap, and other consumables.
- Assist in setting up and cleaning after office events or meetings that involve food or refreshments.
- All other duties as assigned.

### Accounting Duties:

- Assist in processing accounts payable and receivable.
- Ensure all expenses and purchases are correctly coded according to the company's cost coding structure.
- Prepare, update, and maintain aging reports for accounts receivable and accounts payable, ensuring accuracy and timeliness.
- Follow up with pay app emails.
- Handle expense reports and reimbursement forms.
- Maintain and update accounting records, including daily transactions.
- Assist in payroll preparation and ensure the timesheets are accurate.
- Reconcile bank statements and assist with monthly closings.
- Generate invoices and manage payment follow-ups.
- Support in budget tracking and financial reporting.
- All other duties as assigned.

### Competencies or Experience Requirements

- Education: Bachelor's degree or relevant certification in accounting, finance, business administration, or a related field. High school diploma or equivalent; associate degree or higher preferred. Previous experience in an administrative or accounting role is preferred.
- 1-2 years of experience in an administrative or office support role.
- Strong organizational and time-management skills.
- Ability to work independently and manage multiple tasks with competing deadlines.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent verbal and written communication skills.
- Willingness to travel as needed to support business operations.

# Scalish Construction

## Administrative and Accounting Assistant

- Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and accounting software (e.g., QuickBooks, Foundation).
- Strong attention to detail and organizational skills.
- Excellent verbal and written communication skills.
- Ability to multitask and manage time effectively.
- Basic understanding of accounting principles and financial reporting.

### Preferred Qualifications:

- Familiarity with office management procedures and accounting regulations.
- Experience with bookkeeping and budgeting.
- Strong problem-solving skills and the ability to work independently.

### Physical Requirements

- Sitting for extended periods: Administrative roles often involve working at a desk or computer for long hours.
- Manual dexterity: The ability to use a keyboard, mouse, and other office equipment like printers, scanners, or phones efficiently.
- Lifting and carrying: Some admin jobs may require lifting or carrying office supplies, files, or equipment, though typically under 25 pounds.
- Walking: Moving around the office, going to meetings, or retrieving files may require occasional walking or standing.
- Vision and hearing: Adequate vision (with or without corrective lenses) to read and type documents, as well as hearing to communicate via phone or in-person meetings.
- Talking and communication: Effective verbal communication, both in person and over the phone, is important for interacting with colleagues and clients.
- Repetitive motion: Administrative roles can involve repetitive tasks such as typing or filing, which may require good stamina for repetitive motions.

While the physical demands for an admin role are generally light, the job can still require attention to ergonomics to avoid strain or injury, particularly if it involves long periods of sitting or repetitive tasks.

### Additional Considerations

Scalish Construction LLC's culture and values are a part of what makes the company successful and a great place to work. The successful employee must be

# Scalish Construction

## Administrative and Accounting Assistant

comfortable in a fast-paced work environment with many crucial deadlines where communication and dedication to our clients and team are very important.

### Benefits

Scalish Construction, LLC benefit package includes 3% 401-K Safe Harbor contribution, paid holidays, accrual based personal days up to 10 per year, day off for birthday and a paid 30-minute lunch break per workday. In addition, medical insurance options are available.

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required. All employees may be required to perform duties outside of their normal responsibilities from time to time.