



**Job Title:** Financial Office Assistant  
**Department:** Finance  
**Reporting to:** Finance Manager  
**FLSA Classification:** Non-exempt  
**Date Revised:** 2/22/2024

## **JOB OVERVIEW:**

The Financial Office Assistant plays a critical role in ensuring the smooth operation of financial and administrative transactions within the organization. This position involves handling various tasks related to accounts payable and accounts receivable processes, maintaining accurate financial records, and providing administrative support. This role will report to our Newmarket, NH office.

## **PRIMARY JOB RESPONSIBILITIES:**

### **1. Accounts Payable Duties:**

- Process incoming invoices, ensuring accuracy and completeness.
- Match invoices with purchase orders and receiving documents.
- Verify approvals and coding for proper allocation of expenses.
- Prepare and perform timely payments to vendors, utilizing appropriate payment methods.
- Reconcile vendor statements and resolve discrepancies.
- Maintain vendor files and update records as needed.

### **2. General Financial Support:**

- Record and reconcile customer payments received.
- Assist in month-end and year-end closing procedures.
- Prepare financial reports and summaries as requested.
- Support audit processes by providing documentation and information.
- Collaborate with other departments to ensure accurate financial data and resolve issues.

### **3. Administrative Tasks:**

- Provide support to project managers and technical staff; including but not limited to preparing reports and permitting documents.
- Answer phone calls and respond to general client and vendor inquiries.
- Assist in daily office needs and managing general administrative activities including providing customer service to clients, vendors, partners and staff, as well as ordering office supplies.
- Sorting daily mail and checks; sending large mailings and certified mail.
- Maintain organized filing systems for financial records and documents.
- Assist with data entry tasks and maintain accurate databases.
- Provide administrative support such as: scheduling meetings, managing calendars, and coordinating travel arrangements.
- Provide administrative support to Human Resources (i.e. Timesheet review).

Other duties as assigned.



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**REQUIREMENTS:**

- High school diploma or equivalent; associate degree in accounting or related field preferred.
- Proven experience (1-3 years) in accounts payable, accounts receivable, or general accounting role with basic accounting principles and practices.
- Familiarity with concepts, practices and procedures related to the business of engineering and surveying preferred.
- Proficiency in accounting software (Deltek Suite) and MS Office suite, particularly Excel and Word.
- Strong attention to detail and accuracy in data entry and record-keeping.
- Excellent organizational and time management skills, with the ability to prioritize tasks effectively.
- Strong communication skills, both verbal and written.
- Ability to work independently and collaboratively in a team environment.

**APPROVAL**

**Human Resources**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**Department Head**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_

**EMPLOYEE ACKNOWLEDGMENT**

*I have received, reviewed, and fully understand this job description. I further understand that I am responsible for the satisfactory execution of the essential job functions described therein.*

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_  
Date: \_\_\_\_\_