A close-up of a logo

Description automatically generatedFinance and Executive Operations Specialist

**1. Financial Administration with support, guidance and execution assistance from Vice President General Manager**

* **Payment Collection:** Receive, verify, and process payments from clients/customers through various methods (e.g., credit cards, ACH, checks, cash).
* **Invoicing:** Assist with generation and sending of invoices to clients and ensure timely payment follow-up.
* **Reconciliation of receivables:** Reconcile payments with invoices in accounting systems to ensure accuracy. Experience in BQE Core and/or QuickBooks is a plus.
* **Recordkeeping:** Maintain accurate financial records of all incoming payments and transactions.
* **Deposit Management:** Prepare and make bank deposits as needed.
* **Communication with Clients:** Address payment-related inquiries and resolve discrepancies promptly.
* **Reporting:** Provide payment and collection status updates to management.
* **Invoice Processing:** Review, verify, and process vendor invoices for accuracy and compliance with company policies.
* **Payment Scheduling:** Manage payment schedules to ensure timely disbursement of funds.
* **Reconciliation of payables:** Reconcile accounts payable transactions with bank statements and vendor ledgers to ensure accuracy.
* **Payment Processing:** Issue checks and/or initiate electronic payments (ACH or credit card).
* **Compliance and Documentation:** Maintain accurate records of all payables.

**2. Executive Support for President**

* **Director of First Impressions:** serve as front desk receptionist greeting clients who walk in and answering/directing their questions, answering phone calls, taking detailed messages and directing them to appropriate staff members.
* **Calendar Management:** Manage scheduling and appointments for President. Experience with Google suite and Calendly a plus.
* **Correspondence:** Filter high-priority inquiries in email and phone calls. Draft and proofread letters and emails at direction of President.
* **Meeting Preparation:** Prepare agendas, take minutes, and follow up on action items.
* **Confidentiality Management:** Handle sensitive financial and operational information discreetly.
* **Assisting with Community Oriented activities of the President:** draft newsletters with input from President for Scouts organization, laminate items, research activities, etc.

**3. Operational Coordination**

* **Procurement Oversight:** Coordinate ordering of office supplies and surveyor’s field needs.
* **New Project Workflow:** once a new client signs on, create physical and electronic folders, move project to appropriate status in Monday.com, save down proposal and documentation to electronic folder.
* **Mail processing:** input bills into accounting system, accept payments, scan professional correspondence from municipalities, save to appropriate electronic folder and make notation in Monday.com.
* **Printing:** assist with printing blueprints and professional correspondence.
* **Subcontractor processing:** assist with processing the invoices of subcontractors and ensure they are billed appropriately.