

REQUEST FOR FINANCIAL ADMINISTRATIVE ASSISTANT

Job Description

APD Urban Planning and Management LLC. is seeking to fill a part time Financial Administrative Assistant position to provide financial and administrative services for a small urban planning firm. APD-U is a planning firm focused on neighborhood and community revitalization. We are looking for a highly motivated, detail-oriented candidate with a strong background in finance administration for a one year commitment. Primary responsibilities will be to prepare and process accounts receivable, assist with monthly reconciliation to ensure company finances are accurate and up to date, and to provide administrative assistance to the Chief Operations Officer in managing the day to day operations of our Atlanta, GA office.

General administrative responsibilities:

- Monitor and order office supplies on a monthly basis
- Check and distribute company mail on a daily basis
- Create projects in Teamwork Portal as directed
- Complies and files documents and reports according to an established system
- Prepare, organize and maintain documents and files of a complex and confidential nature
- Assist with preparation of proposals and reports or other project deliverables as needed
- Assist with other administrative tasks as required

Financial administration responsibilities:

- Prepare project invoices for payment on a monthly basis
- Create and maintain accounts receivable and account payable tracking logs
- Maintain accurate vendor files and job numbers
- Maintain filing system for all financial documents
- Ensure confidentiality and security of all financial files

Qualifications

- Excellent competency with Quickbooks/Quickbooks Online and Office 365 applications is required
- Excellent knowledge of accounts payable, accounts receivable and maintaining general ledgers
- Genuinely excited and enthusiastic about learning and pushing technical limits/finding new solutions
- Ability to adapt quickly to change including new technologies and procedures
- Ability to work as both an individual contributor and in a team environment
- Excellent oral and written communications skills
- Detail oriented, committed to accuracy and ability to work with minimal supervision

Minimum Experience & Training

Minimum of two (2) years college and three (3) years of progressively responsible work experience. Undergraduate degree along with three (3) years of progressively responsible work experience is preferred.

Salary

Negotiable

Submission Instructions

Please submit the following documents via email to Bridget Wiles, info@apdurban.com (No phone calls accepted)

- Resume
- 3 references with complete contact information
- Writing samples for which applicant was the author

Incomplete submittals will not be considered or reviewed. No phone calls accepted.

