



Admin Generalist Job Description

The Admin Generalist plays a key role in the ongoing success of our 23-year-old company and is a member of the Management and Leadership Team. As a leader, the Admin Generalist is expected to use creative thinking and problem-solving skills to help us grow and prosper, as well as demonstrate strong interpersonal communication skills.

General Responsibilities and Duties

Financial Management & Accounting:

- Administers the activities of the Finance Department including the areas of accounting, financial management information, banking services, purchasing supplies, auditing, budgeting, billing, debt services, payroll, accounts payable and receivable, and related financial functions.
- Directs the development of a strategic plan for financial activities, including the development of an annual budget and projections.
- Prepares financial reports for the management team including cash flow analysis, projections, profit and loss, and balance sheet.
- Serves as primary liaison with independent auditors and responds to auditor's findings and recommendations.
- Ensures adherence to federal and state financial practices, laws, rules, regulations, and payroll taxes.
- Prepares taxes, informational, and employer returns and works with outside CPA to complete year-end tax return.
- Manages monthly and quarterly payroll tax payments

Administrative:

- Handles all aspects of office administration including record keeping, filing, office organization, and recording meeting minutes.
- In charge of shopping for and purchasing general office supplies.
- Keeps office supplies stocked.
- Coordinates all leadership meetings, company meetings and parties.
- Deals with daily email, voicemail, and mail.

Client Services:

- Assists with the financial aspect of the client onboarding process, as well as client attrition.

- Assists with customer care relating to contracts and billing and assists in resolving difficult client billing inquiries and complaints.
- Creates monthly invoices.
- Handles all client receivables, including processing credit card payments.
- Keeps track of all client payment plans

Human Resources:

- Coordinates the hiring process. This includes posting employment ads, scheduling interviews, conducting interviews, and following up.
- Acts as the first point of contact for new employees and implements employee onboarding.
- In charge of all aspects of payroll.
- Acts as the point of contact and administrator for employment programs such as Skill Source and Work Source.
- Manages the employee benefit programs and acts as Administrator for the medical insurance program.
- Keeps track of employee wages, PTO, birthdays, longevity, life milestones...
- Assists the Scheduler with employee schedule and staffing issues if needed.
- Works with leadership team to develop new policies and forms.
- Maintains current employee files
- Keeps track of attendance from event logs and timecards.
- Assists with employee terminations.

General Qualities, Skills, and Requirements:

- Knowledge of and experience using QuickBooks.
- Ability to multi-task and think creatively.
- Superior customer service skills.
- Management and supervisory experience preferred
- Ability to type 30 or more words per minute.
- Exceptional English grammar and spelling skills.
- Excellent verbal and electronic communication skills.
- Attends all Company Training and Leadership meetings.
- Low to Medium physical demands
- Minimum travel may be requested

Education and Experience: Any equivalent combination of education and experience, which provides the knowledge, skills, and abilities required to perform the job.

Two to Five years of experience preferred.

Full-Time / Flexible

Salary Range: \$20 - \$24, DOE

Medical Benefits and Generous PTO

7 Paid Holidays

Please submit a cover letter and resume to: [hiring@ygtc.com](mailto: hiring@ygtc.com)

Position Closes: September 18, 2022