



Admin Generalist / Accounting

The Admin Generalist plays a key role in the ongoing success of GTC and is a member of the Leadership Team. As a Leader, the Admin Generalist is expected to use creative thinking and problem-solving skills to help GTC grow and prosper, as well as demonstrate strong interpersonal communication skills.

General Responsibilities and Duties:

Financial Management & Accounting:

1. 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.
2. Participates in the development of a strategic plan for GTC financial activities, including the development of an annual budget and projections.
3. Prepares financial reports for the management team including cash flow analysis, projections, profit and loss, and balance sheet.
4. Serves as primary liaison with independent auditors and responds to auditor's findings and recommendations.
5. Ensures adherence to federal and state financial practices, laws, rules, regulations, and payroll taxes.
6. Prepares GTC tax, informational, and employer returns and works with outside CPA to complete year-end tax return.
7. Manages weekly, monthly, and quarterly payroll tax payments.
8. Interacts with the TAM department with the financial aspect of the client rollout process, as well as when clients cancel.
9. Interacts the TAM department with customer care relating to contracts and billing and assists in resolving difficult client billing inquiries and complaints.
10. Creates monthly invoices and keeps track of client plans.
11. Handles all client receivables, including processing credit card payments.

Administrative:

1. Handles all aspects of office administration including record keeping, filing, office organization, and recording minutes from meetings.
2. In charge of shopping for and purchasing all supplies / food for entire office.

3. Keeps items stocked such as TP, paper towels, coffee...
4. Coordinates all leadership meetings, company meetings and parties.
5. Daily email, voicemail, and mail
6. Decorates for Christmas.

Human Resources:

1. Assists in all aspects of employment including hiring, exits, etc.
2. Acts as the first point of contact for new employees and implements employee orientation.
3. In charge of all aspects of payroll.
4. Acts as the point of contact and administrator for employment programs such as Skill Source and Work Source.
5. Keeps track of employee wages, PTO, birthdays, longevity, life milestones...
6. Assists the Scheduler with employee schedule and staffing issues if needed.
7. Helps to develop new policies and forms, as needed, and maintains current employee files.
8. Keeps track of attendance issues from event logs and timecards.
9. Attends all Company Training and Leadership meetings.
10. Complies with all guidelines detailed in the GTC Employee Handbook.

General Qualities, Skills, and Requirements:

- Knowledge of and experience using QuickBooks Pro.
- Ability to multi-task and think creatively.
- Superior customer service skills.
- Management and supervisory experience.
- Ability to type 30 or more words per minute.
- Exceptional grammar and spelling skills.
- Demonstrate excellent verbal and electronic communication skills.

Education and Experience: Any equivalent combination of education and experience, which provides the knowledge, skills, and abilities required to perform the job. A typical way to obtain the knowledge and abilities would be to possess a Bachelor's degree in finance, business administration or related field and have four years of progressively responsible experience in municipal accounting, including two years supervisory and/or management experience.

General Office Environment: Considerable stress may occur. Low to medium physical demands required. Minimal travel may be required. The Admin Generalist may be asked to attend meetings and conduct GTC business outside of regular business hours.

Starting Salary Range: \$20 - \$26, DOE

Generous PTO

7 Paid Holidays