

# Finance Assistant II

## PHOENIX UNITED

Philadelphia, USA

**Phoenix United Company** is one of the top leaders in the telecommunications and green energy industry. For more than 5 years, we have delivered solutions with the highest quality and responsibility that allows our customers to meet their goals. Due to our substantial growth, we are looking for a **Finance Assistant II**.

### Job Description

The Finance Assistant II is responsible for providing second level support to the Finance Manager. Responsible for complex calculations, collections, or verification of financial data and processing of account transactions. Functions with some independent responsibility for accounting and or budgetary tasks within the Finance Department. Reports to the Finance Manager, President and CEO, and Senior Project Manager.

Must have 3+ plus years' experience in a business office environment and completion of a High School Diploma/GED. Must have Moderate skills in QuickBooks (Enterprise preferred) and Excel, with the ability to learn other software, as needed. Some basic/general Construction knowledge preferred. The position will be a full-time position (Monday thru Friday from 9am to 5pm in our Warminster, PA office). Requires Completion of a 90-day probationary. Starting salary \$22/hr based on experience.

### Duties and Responsibilities

- Perform basic office skills such as opening mail, computer data entry/10-key calculators, scanning, emailing, filing, faxing, ordering office supplies, and other administrative/clerical duties.
- Use proper phone etiquette and customer service skills.
- Learn and utilize third-party software and internet portals for accessing supporting documents and data, such as, bank statements, remittances, copies of receipts and other reports.
- Download transactions via other software into xls/csv/QBO files or converting from one format to others such as Word/PDF/jpg, etc.
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using QuickBooks Enterprise (moderate experience required)
- Debits, credits, and totals accounts on computer spreadsheets (Excel/Smartsheets) and databases, and/or using specialized software and cloud-based portals/servers.
- Works with the Warehouse Department to track inventory and tools within QuickBooks or other specialized inventory software. Classifies consumable materials, versus assets, versus Tools and Equipment, and monitors losses for the Training Program.

- Researches, analyzes, and resolves general accounts transaction problems.
- Creates, sends, and follow ups on Estimates/Invoices/Purchase Orders/Bills to Finance Manager and Senior Project Manager (acts as a Liaison between both departments).
- Processes requests for information, creates Custom reports, assists with processing Customer AR/Vendor AP reports for Management review and helps with Internal Quality Control of data.
- Maintain and create company forms/templates, additional financial spreadsheets and reports, as assigned.
- Attend and/or schedule Finance department meetings, as needed.
- Performs, monitors and/or reconciles accounts transaction activity for Bank Reconciliations.
- Assists with annual budget preparation and year-end closeout.
- Suggest changes or improvements to increase accuracy, efficiency and operating cost reductions.
- Assist with developing and documenting company procedures for Finance Department to maintain and strengthen organization as the company continues to grow. Ability to explain and apply complex policies and procedures.
- Complies with federal, state, and company policies, procedures and regulations. Report any disconcerting discoveries or suspicion of wrongdoing to the Finance Manager and seek recommendations.

#### Finance Assistant Requirements and Qualifications

- Moderate experience of general business and accounting/bookkeeping principles and practices within QuickBooks (Enterprise preferred).
- Some experience with Construction and/or telecommunications preferred.
- Accuracy and Attention to detail.
- Organizational, planning skills and Critical thinking skills.
- Excellent verbal and written communication skills.
- Organizational, Efficiency, time management and prioritization skills.
- Willingness to take on new tasks and assist with Operational functions.
- Professional manner and strong ethical code.
- Confidentiality and integrity required.
- Flexibility and Adaptability

While this job description covers the main responsibilities of the job, it is not intended to cover every aspect of the job, and other responsibilities may be assigned. While performing the duties of this position, the following functions may also be required: sitting at a desk for long periods of time, staring at a computer monitor for extended time periods, using shared office equipment/supplies while standing/bending/stooping/squatting, finger dexterity/volume data computer input, lifting up to 40 lbs, driving to/from office to local bank/post office or retailers for office supplies or picking up office meals for meetings. Eligibility to participate in the company medical insurance plan offered after probationary period is complete.