

## EMPLOYMENT OPPORTUNITY

**POSITION: Bookkeeper / Office Generalist**

Bookkeeper duties include Accounts Payable invoices, weekly check runs, and maintaining and reconciling various Excel spreadsheets. Corporate travel duties include arranging domestic and international flights and hotel accommodations for employees of our various locations. Responsible for administrative support duties for the corporate staff at FHI as needed. Responsible for meeting set-up and clean-up (including lunches when needed). Duties include creating, maintaining, analyzing, and summarizing data using various Microsoft applications including Word, Excel, PowerPoint, Outlook and Adobe Professional.

### Bookkeeper duties:

- Accounts Payable duties include preparing vendor invoices for entry and entering the invoices into Sage 100 or QuickBooks
- Issue and mail weekly A/P checks
- Create and update various Excel spreadsheets
- Period end spreadsheet reconciliations.

### Travel duties:

- Arrange flights and hotel accommodations (international and domestic) for all FHI and Flexfab employees as well as employees of our other locations as needed.
- Offsite meeting arrangements including travel, meal, room, and equipment reservations
- Assist with passport applications & renewals as well as Visa applications as needed.
- Maintain travel documentation and spreadsheet that shows all flight, hotel, and car rental information.
- Monitor and analyze travel costs for appropriateness.

### Tradeshow duties:

- Tradeshow registration, travel and hotel reservations as needed for tradeshow attendees.
- Use Exhibit Force software to arrange shipment, delivery, and pickup of tradeshow supplies.

### Office Generalist duties:

- Make coffee and order lunches for meetings as needed (includes set-up and clean-up); assist with stocking kitchen and meeting rooms
- Various administrative support duties including typing, filing, and scheduling meetings as well as creating presentation binders
- Answer FHI "operator" calls
- Greet guests and announce them to the person they are visiting; accompany guests to the person they are visiting as needed
- Daily incoming and outgoing mail
- Prepare and ship outgoing FedEx or USPS packages including printing of labels
- Order office supplies and other items as needed and/or requested.

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- Run various period end reports using BAAN LN; update spreadsheets and distribute report information where necessary.
- Scan and file, electronically and in hard copy, non-Disclosure agreements and a variety of other agreements and documents.
- Work with CFO to manage local contributions including reviewing history of requests and communication with outside charitable organizations as needed.
- Other duties as assigned

**QUALIFICATIONS:**

- Must be able to prioritize workload due to sudden changes in demand.
- Must have the ability to have a good relationship with a diverse work force.
- Must be able to multi-task, be detail oriented and be analytical. Accuracy is essential.
- Must have the ability to manage confidential information.
- Must be able to type at least forty-five words per minute.
- Must be proficient in the use of Microsoft Office including broad knowledge of Word, Excel, PowerPoint, and Outlook.
- General Accounting experience required. College degree or classes in accounting is preferred.

*Flexfab is an equal opportunity employer, disability & veteran friendly.*