

## Executive Assistant

### Basic Functions:

- Preparing financial statements, reports, memos, invoices, letters, and other documents.
- Follow-up, collection, and allocation of payments.
- Perform the collections process.
- Reconciliation of customer and vendor accounts.
- Monitor customer account details for non-payments, delayed payments, and other irregularities.
- Assist in preparing all invoice types through an automated process in management system based on billing cycle.
- Assist in processing employee time and expense reports.
- Maintain customer financial information and status in ConnectWise Manage.
- Assist with establishing customer agreements in ConnectWise Manage that correspond to service or project contracts.
- Setup recurring payments for corresponding agreements within automatic recurring billing platform.
- Perform other administrative and assistive activities as required.

### Additional Duties and Responsibilities:

- Assist in tracking employee vacation and sick time.
- Investigate and resolve customer inquiries with billing and invoicing.
- Responsible for entering time and expenses in management software as it relates to your duties.
- Enter all work as activities or service tickets in management software.
- Cross check agreement license totals from management system sent from Account Manager to the existing automatic recurring payments posted within automatic recurring billing platform.
- Answer main line and dispatch calls to appropriate departments.
- Communicate with vendors on behalf of the company as it relates to your duties.
- Assist in monitoring the assigned services boards as needed.

### Skills and Qualifications

- 2 years of secretarial or finance related experience.
- Proficient in Microsoft Word and Excel.
- Strong data entry skills.
- Understanding of the accounts payable and accounts receivable processes.
- Strong organizational, presentation, and customer service skills.
- Skill in preparing written communications.
- Interpersonal skills: such as telephony skills, communication skills, active listening and customer-care.
- Self-motivated with the ability to work in a fast-moving environment.

### Benefits:

- Competitive hourly wage based on experience and qualifications.
- Vacations and holidays
- Full on the job training & support.
- Fun working environment and culture.
- Great opportunity for advancement.