

## WRIGHT RUNSTAD & COMPANY

### **POSITION TITLE**

Administrative Assistant – Accounting

### **ACCOUNTABLE TO**

Executive Vice President & CFO/VP - Controllers

### **SCOPE OF RESPONSIBILITIES**

Responsible for providing support to the EVP & CFO, VP-Controllers and providing general support to the accounting department, assisting with timely distribution of crucial information and correspondence. In cooperation with the accounting group, work to meet financial reporting requirements for the company. Responsible for state and city reporting regarding annual reports, license renewals and registered agents. Communicate with partners, lenders, accountants, law firms and banks. Assist office manager with general office duties.

### **DAILY**

- Daily correspondence
- Scheduling meetings
- Keep business contacts updated for Executives
- Distribution of materials
- Manage petty cash distribution and reconciliation
- Create and maintain flowcharts/organizational charts
- Develop spreadsheets for a variety of projects as needed
- Create checklists and mail merges from spreadsheets as needed
- Create and maintain partnership signature blocks
- Set-up/close bank accounts as needed
- Maintain accounting databases, including master partnership, tax and bank account lists
- Photograph new employees/manage employee pictures
- Provide back-up front desk support as needed
- Archiving & retention records
- Filing

### **MONTHLY**

- Reconcile bank accounts
- Manage charitable contributions
- Prepare bank account analysis
- Assist with monthly reporting requirements/packages
- Update company phone list

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### **QUARTERLY**

- Manage and prepare quarterly books
- Assist with quarterly reporting packages
- Assist with quarterly distributions

### **ANNUALLY**

- Manage and assemble board books (2x year)
- Prepare and update litigation/insurance matrix
- Prepare and update management agreement matrix
- Manage and prepare annual tax letters, distribute K-1's and tax returns
- Distribute audited financial statements
- Prepare annual reports and renewal of business licenses/registered agents
- Manage and distribute company sporting event tickets
- Prepare charitable contributions budget

### **OTHER RESPONSIBILITIES**

Provide back-up accounting support and assist with on-going projects.

- Create journal entries
- Printing MRI (accounting software) and excel reports
- Help with other administrative projects and special events as needed
- Property/partnership files & books - on-going project to organize all documentation for existing partnerships
- Floor warden

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### **Skills:**

- Strong knowledge of the following software required: Microsoft Word, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft OneNote, Adobe Acrobat and Photoshop.
- Demonstrate good attention to detail, accuracy. Ability to prioritize, organize and maintain order. Good communication and interpersonal skills.
- Should have a clear understanding of partnership structures and partnership/financing documentation.
- Proficiency in basic office skills including using spreadsheets, copying, faxing, pdf, filing, multiple phone lines, and typing.

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

### **WORK ENVIRONMENT**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately quiet.

### **EDUCATION AND EXPERIENCE**

Two years in an office environment with experience in an Accounting Department preferred. Degree in a related field, or a combination of education and experience from which similar qualifications can be drawn.