

STONEFIELD

Administrative and Billing Assistant Position with a Fast-Paced Engineering Firm

Stonefield Engineering & Design, a full-service Professional Engineering and Consulting Firm, is recruiting an engineering administrative and billing assistant. Stonefield is a growing company that seeks employees with enthusiasm and passion for the Stonefield mission: to provide unparalleled service and responsiveness to our clients. Candidates should be willing to work in a fast-paced, challenging and rewarding team environment.

Responsibilities:

Serve as a key point of contact for clients, review agencies and subcontractors in a professional, courteous and helpful manner.

Welcome/receive visitors, recruits, and clients upon arrival at the office.

Work collaboratively and cooperatively with various team members.

Maintain office efficiency and manage office equipment/supplies required to enhance productivity.

Prepare/draft a wide variety of correspondence and reports including memos/letters, technical documents, dictations, and other forms of correspondence.

Receive and file incoming letters, documents and e-mail correspondence.

Assist with billing administration, coordination and data entry.

Collaborate with assigned Project Managers to ensure timely processing of client invoices.

Responsible for electronic preparation of client invoices and related activities, maintain and input accounting records using QuickBooks

Manage all aspects of the general ledger in QuickBooks, categorize and track expenses, accounts Receivable and Payable, credit card statements entry and reconciliation, collect W-9 and W-2 forms from vendors/employees and general accounting duties, as needed.

Provide a wide range of administrative support services including schedule/coordinate meetings, research, techniques to improve efficiency, organize office resources, file preparation/organization, and management of the Microsoft Outlook "global calendar" and contact information.

Qualifications:

Bachelor's degree preferred; 1-3 years of administrative experience preferred. Excellent computer skills including, Microsoft Word, Microsoft Outlook, Excel, QuickBooks and PowerPoint, and electronic communications tools; organizational skills required; proven problem solving and interpersonal skills with experience providing administrative support in a high-profile environment with tact and diplomacy; attention to detail; proven ability to work with multiple deadlines and multiple priorities required; ability to work across a variety of projects and with diverse client types; flexibility, adaptability and ability to work in a changing environment required. Overtime evening work related to special events and submission deadlines would be required. If you would like to learn more about opportunities at Stonefield, please send your resume and a short cover letter to: recruiting@stonefieldeng.com.