

Studio 78 Platinum Design Premier Management Consulting

Title:	Finance. Administration
Department:	Administration
FLSA:	Non-Exempt
Immediate Supervisor:	President
Supervises:	No Supervisory Responsibilities

Position Purpose

This position performs a wide variety of office functions and assists the Management Team with day-to-day activities. This position also provides client support while managing incoming phone calls, performs various accounting functions for the company and provides general support to the management team as needed. Effectively utilize QuickBooks Accounting software and Accelo project management software for accounts receivable/payable, managing requests and overseeing tickets, projects and other client information.

Ensures projects remain on schedule and procedures and workflow follow established guidelines. Works closely with clients supporting good client care for all products and services.

Responsibilities

Administrative Support

Provide a wide variety of administrative assistance to the President and Sales Team. Provide secretarial support, which includes correspondence, filing, and assembly of complex documents including proposals and training manuals. Utilize word processing and spreadsheet software. Create procedures on tasks performed by the administrative assistant and keep them up to date as tasks change. Keep Password Manager Software up to date.

Support the preparation of proposals, change orders, and other documentation regarding client renewals and cancellations. Oversee company projects and address variances to production schedules. Maintain Accelo project management software to ensure allocation of time for each project is up to date and accurate. Use Studio 78 Timeclock to manage employee punch in/outs for payroll processing.

Shared responsibility for managing and overseeing the ongoing maintenance of hardware for clients. Coordinate/delegate efforts with hardware vendors and installers as needed.

Perform Accounting Duties

Perform general accounting functions of the company using QuickBooks Accounting Software. Reconcile the bank account. Pay expenses. Manage billings and accounts receivable. Ensure all billing is in compliance with contracts. Maintain records to accurately reflect client's payment status. Process payroll. Manage office supplies. Generate monthly and weekly financial reports for the company. Research regulations and perform steps needed to complete various regulatory

reports for payroll, state registration and out-of-state sales and use tax, etc. Manage cash flow reports.

Project Management & Client Care

Follows the Studio 78 process to manage and deliver a complete product keeping within specified budgets and timelines. Maintains a strong professional relationship with clients that is in accordance with Studio 78's Core Values. Advises and assists clients through the Studio 78 process. Leads initial kick-off meetings that define the project scope that was defined during the sales process. Drafts necessary meeting documents, which may include agendas, sitemaps, estimated project milestones or other supporting materials. Translates project requirements into tasks to ensure the project scope is met. Collects and organizes needed assets from the client. May assign or distribute tasks to other members of the design or development team.

Becomes the main client contact when projects are underway. Responsible for receiving feedback during any milestone. Approves various milestones and ensures proper signoffs are received.

Responsible for developing and maintaining professional relationships with the company's clients. Ensure client interactions with the design team contribute to long term relationships and in accordance with Studio 78's Core Values. Works closely with the sales team to ensure a smooth client transition from sales to client care.

Human Resources Assistant

Assist with set up of new employees. Administrate employee benefit programs such as AFLAC. Answer general questions from employees regarding vacation days, benefits, and various office situations. Monitor procedures and guidelines, ensuring all are being followed in accordance with the Human Resources Manual.

Create a Professional Office Atmosphere

Create a positive image to all clients and associates. Answer all incoming telephone calls using the standard phone answering procedures. Contact and arrange appointments as directed by the Management Team. Ensure facilities present a professional image. Accommodate visitor needs as appropriate.

Other Duties

Perform other duties as assigned by the Management Team. Other duties may include research of various software, office equipment, etc. for office use. Assist the staff and represent the company with various client projects. Contribute to team effort by accomplishing related results as needed and ensure team interactions are in accordance with Studio 78's Core Values.

Job Qualifications:

Education & Experience: A B.S. degree in Business/Administration, Accounting and/or Office Management. Two years of related work experience is required.

An A.A.S degree may be considered with 5+ years of relevant work experience.