

Business Administrator

Who We Are

We are a growing company that works with clients to develop and execute marketing strategies. Our integrated approach promotes online visibility using a variety of marketing tools, including search engine optimization, paid search, content marketing, press releases, blog posts, email campaigns, and social media.

Who We Are Looking For

As a Business Administrator, you will have a passion for technology, people, and details. You are a self-starter, highly motivated, with willingness to learn, grow, and adapt. You respect the sensitive nature of confidential information. Anticipating the needs of the business can be challenging, but you aren't worried because you excel at being one step ahead!

You are a great problem solver. Information is power which is why you are not only detail-oriented in your research, but also an expert in communicating your findings whether to clients or internally. You are very organized and analytical which is a huge asset to helping us execute business strategies.

What You Would be Responsible For

Payroll

- Organize & post payroll for 2 full-time and 3 part-time employees
- Edit and execute time sheets as needed
- Generate W2s and 1099s at year end
- File payroll taxes and forms
- Track payroll and sick time forms and submissions

Bookkeeping

- Reconcile monthly bank and credit card statements
- Maintain budget and communicate bi-weekly status of expenditures
- Generate invoices and submit for approval at least 2 days before invoices go out
- Collect monthly social ad expenses per client from employees
- Enter new contract skus and set up recurring invoices
- Create new contracts and send to client as needed
- Follow up on unpaid invoices/late fees bi-weekly
- Communicate with CPA as needed
- Manage monthly, quarterly, and annual taxes
- Pay bills

- Set up and manage auto payments in QuickBooks Online and merchant account
- Create monthly financial reports

Administrative

- Set up new employees on phone system, email, user accounts, etc.
- Maintain employee handbook and implement anything not yet in place as stated in the guidelines
- Create performance evaluations for each position
- Communicate with employees on HR issues
- Develop a non-compete & confidentiality agreement for employees to sign
- Enter employees' birthdates and anniversaries in calendar
- Maintain a master calendar with holidays and PTO that all employees have shared access to
- Create new job postings, employment agreements, and interview questionnaires as needed
- Manage employee termination procedures as needed
- Promote an improved work environment with streamlined processes and organized filing
- Create expense sheet for mileage reimbursement & other company related purchases
- Present solutions to problems

Minimum Qualifications

- 1 year of administrative and bookkeeping experience
- Proficiency in Microsoft Office and QuickBooks
- Strong written and verbal communication skills
- Extremely detail-oriented
- Uphold confidentiality on business matters
- Experience using cloud-based apps and tools
- Collaborative worker who excels working individually and in a team
- Strategic thinker with strong analytical skills
- Inquisitive nature with proven research ability
- Proof of successful history working remotely and independently with proven results
- Ability to work 10 hours each week

Bonus Qualifications

- Degree in finance/accounting preferred
- Proficient in QuickBooks Online
- Ability to manage projects and processes from conception to completion
- Proven track record of increasing work efficiency

Travel

10 – 15% Domestic Travel

Location

50% telecommute, 50% in-house in Corona, California

Salary

\$13 – 18 per hour, based on experience

Physical Requirements

This position requires working in an office environment, both remotely and within the company. You will need to be able to climb stairs, sit independently for long periods of time, and minor office lifting.

Additional Information

Please submit a brief, customized cover letter addressing your experience relative to the requirements outlined above along with your resume. Note your availability and salary history within. Compensation is based upon experience.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed, as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.