

Job Description**Formal Position Title**

Accounting Admin

Employment Type

At will

Exempt or Non-Exempt Under the Fair Labor Standards Act

Non-exempt

Full-Time or Part-Time

Full-time

Pay

\$15.00 per hour

Benefits

Paid time off

Medical insurance

Dental insurance

Location

Most functions of the Accounting Admin position will take place at the Braden Group office in Oklahoma City, in the Oklahoma City metro and surrounding areas, and in Tulsa.

Work-Related Travel

The Accounting Admin will be expected to travel within the greater Oklahoma City metro area, areas surrounding the Oklahoma City metro, and Tulsa using the company car or a personal car.

Work-Related Travel Duration and Frequency

The Accounting Admin position requires some travel during working hours by car. The position will travel at least once per week. Required travel time for this position will fall between two (2) and fifteen (15) hours per week. Usually, the Accounting Admin will travel one (1) to five (5) times per week for one (1) to three (3) hours at a time.

Hours of Work

Hours of work for this position will be Monday through Friday for an 8-hour period between 8:00 AM and 5:00 PM, to be selected by the Accounting Admin. The Accounting Admin will be expected to come in for the same 8-hour period each work day, and all schedule changes thereafter must be submitted in writing to a supervisor and approved.

Reports To

Description revised on September 10th, 2021.

The Accounting Admin will report to the Financial Manager.

Oversees

The Accounting Admin will not oversee other positions.

Key Working Relationships

The Accounting Admin will work with all positions.

Job Overview

The Accounting Admin will provide clerical, Financial, and other general office services in order to increase the efficiency of office functions. A successful Accounting Admin will perform the duties and responsibilities described here in a manner that is efficient, accurate, and professional. The Accounting Admin will work within the Financial Department.

Duties and Responsibilities

- Maintain financial records
- Analyze and annotate bills
- Upload and pay bills
- Issue credits, charges, and other such transactions using company software
- Track and request outstanding balances due to Company or clients
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- Abide by company policy
- Clock in and out on software used by company for time tracking
- Collect and enter data into spreadsheets
- Make copies and scans of documents
- Create, handle, and transport company documentation
- Upload both confidential and non-confidential pictures and documents to company software
- Handle and file both confidential and non-confidential documents
- Maintain physical and online records as specified by assigned tasks, supervisor, and/or Company policy
- Perform general office duties, such as creating or maintaining documentation, cleaning and tidying common areas, and organizing inventory
- Attend meetings
- Answer work-related correspondence
- Complete any other tasks assigned to this position by Company
- Cover other roles within the office as needed

Preferred Skills

- Good typing skills
- Good computer skills
- Experience with Dropbox
- Experience with Microsoft Word or Google Docs
- Experience with Microsoft Excel or Google Sheets

Description revised on September 10th, 2021.

- Ability to use Google Workspace tools and software for work-related functions
 - *Note: This includes Gmail, Drive, Calendar, Chat, Docs, Sheets, and Slides*
- Good time management and organizational skills
- Good written and verbal communication skills
- Good teamwork skills
- Professional attitude
- Attention to detail
- Ability to concentrate on repetitive tasks for extended periods of time

Qualifications and Requirements

- Valid driver’s license
- Clean background check
- Clean driving record for the past 2 years
- 21 years of age or older
- Insurable under Company’s car insurance policy
- Must be reachable by personal cell phone during business hours
- Must be fluent in English

I acknowledge that I have received and read the job description for the Accounting Admin position at Redneck Investments, LLC (d/b/a Braden Group).

Employee Printed Name	Employee Position/Title
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Employee Signature	Date
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Witness Printed Name	Witness Position/Title
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Witness Signature	Date
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