



Financial Administrator

Position Description

Paul Consulting Group., an IT solutions provider, is currently seeking a Financial Administrator to become part of our administrative team. This is a full-time position located in Tallahassee, FL and responsibilities include:

I. Overall Expectations

- a. B.S. Degree in Accounting, Finance or Business Administration
- b. Accounting and/or QuickBooks proficiency
- c. Excellent writing organization and communication skills
- d. Consistent attendance

II. Employee Management

- a. None

III. Duties

- a. Invoicing, A/R, A/P, Deposits, bank reconciliations (QuickBooks)
- b. Maintain "Corporate Metrics" Report
- c. Time system / Invoicing reconciliation
- d. Assist with paperwork
- e. Bank reconciliations
- f. Work with tax accountant on tax related issues
- g. Submit quarterly reports to the State

IV. Other Duties

- a. Management of personnel financial data
- b. Perform any/all professional tasks as requested by President

V. Compensation

- a. Salary & Benefits Package

VI. Potential Career Path Directions

- a. Sr. Financial Officer

VII. Goals

- a. Effectively/efficiently manage all financial aspects of corporation(s)