

**Overview:**

We are a civil engineering firm based in Santa Rosa, CA, seeking an organized, detail-oriented Administrative Assistant to join our team. The ideal candidate will have a proficiency in software tools such as QuickBooks and Timeslips. A basic understanding of human resource practices is also beneficial. The candidate should be self-motivated, trustworthy, and able to manage a variety of administrative tasks independently with minimal supervision. This position offers the opportunity to work in a collaborative, in a small office environment and contribute to the smooth and efficient operation of the organization. There will be a 3-4 month overlap with our current Administrative Assistant for training purposes.

**Responsibilities:**

- Manage financial tasks such as monthly billing, accounts payable and receivable, client account reconciliation, and bank reconciliation.
- Input principal and employee time records for firm billing into management software.
- Preparation of monthly financial reports for principals.
- Primary point of contact for handling billing inquiries and correspondence.
- Provide year-end reporting to company CPA, financial advisor, and insurance company.
- Manage HR-related matters, including onboarding new employees and maintaining personnel files.
- Ensure all company policies and procedures are consistently followed.
- Manage relationships with office vendors and building management company.
- Represent the company with healthcare brokers and professional liability insurance brokers.
- Answer phones and greet clients.
- Excellent time management skills.

**Job Qualifications:**

- Proficiency in QuickBooks is preferred
- Experience with Timeslips billing software is preferred
- Proficient in Microsoft Office Tools (Outlook, Word, Excel)
- Ability to work with a high degree of accuracy
- Ability to work independently as well as collaboratively with others
- Must have a valid driver's license and be able to provide own transportation, with a clean DMV record

**Benefits:**

- Comprehensive, fully paid health insurance coverage for employees and their dependents
- Employee Elective Deferral 401(k) Plan
- Safe Harbor/401(k) Profit Sharing Plan
- Paid Time Off: 15 days of accrued PTO and 9 paid holidays per calendar year

Pay is based on skill, experience, and qualifications. To be considered for this position, please submit a cover letter and resume to the email address below. Selected candidates will be invited for an in-office interview. Due to time constraints, only those selected for an interview will be contacted.

**Job Type:**

Full-time

Pay: Commensurate with experience

Hours: 40 per week

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