



Office Assistant

Team: Administration

Repts To: VP of Finance

Company:

With locations in Kansas City and St. Louis, Centriq Training is a technology training company invested in developing and supporting the IT workforce in the Midwest. We train IT Professionals from over 450 companies on Microsoft, Cisco, CompTIA, ITIL, Security, and more. Our 4 Month IT Career Program prepares individuals who want to begin a new technology career. Please visit our website @ www.centriq.com.

Description: This position will be located in our Kansas City office. The General Office Clerk will be responsible for answering phones along with various financial activities and administration functions for our growing company, and who will embrace Centriq's Core Values.

Communication
Empowerment
No Student Left Behind
Teamwork
Recognition
Innovation
Quality

Responsibilities:

- Answer phone/front desk coverage (roughly 14 hours a week unless filling in for PTO of other personnel who cover the phone/front desk)
- Start prospective students on aptitude tests when covering the front desk
- Maintain office & break room supplies and place orders as necessary
- Set-up room rentals, student break rooms, and testing center
- Pearson VUE testing proctor (must pass an annual exam)
- Check readiness and register students for exams when covering the front desk
- All aspects of Accounts Receivable from invoicing to collections
- Bank deposits (electronic)
- All aspects of Accounts Payable from entering invoices to making payments both via ACH and check
- Credit card/benefit invoice reconciliations
- Filing year end 1099's

- Assist with month/year end closings
- Other financial and administrative duties assigned as business needs grow and change

This is a full-time 40 hour a week position Monday thru Friday. Hourly position from 7:30 am to 4:30 pm. There is no travel required for this position. The successful candidate will meet the following requirements.

Requirements:

- Bachelor's degree/Business/Accounting/Finance/Communication preferred
- Must have 3 – 5 years' experience in a general clerical role handling multi functions from answering the phone to processing accounting transactions
- Strong oral and written communication skills
- Detail oriented regarding management of multiple tasks
- Ability to prioritize various tasks to meet critical needs
- Self-starter personality: ability to plan ahead, prioritize and manage multiple projects and responsibilities simultaneously, ensuring deadlines are met
- Adaptable to change, open to new ideas, open to taking on new responsibilities and adjusting plans to meet changing needs
- Ability to work independently as well as part of a team to meet overall goals
- Strong organizational skills
- Dependable
- Friendly personality with a "can do" attitude
- Proficient with QuickBooks
- Proficient with Microsoft Office Products, especially Excel
- O365 – OneDrive/Teams/Planner
- Ability to learn changing technologies

The Perks & Benefits:

- Competitive Salary
- Health/Dental/Vision/Prescription Drug
- Flexible Spending Accounts
- Life Insurance
- 401(k)
- Company gatherings and social events
- Flexible work schedule