

## **Job Vacancy Announcement- Administrative Clerical Assistant**

**Position Type:** Full-Time Salary

**Office Location:** Work from home within 45 minutes of North Columbus, OH

**Application Deadline:** Open until filled. Application evaluations and interviews will be conducted on an ongoing basis.

### **Position Summary**

- Support administrative staff in daily payroll operations, expense tracking and reporting, and maintaining accurate organizational records.
- Timely and accurate processing of bi-weekly payroll cycles for all employees.
- Act as operational bridge between human resources, accounting, operations and marketing staff.

### **Core Responsibilities**

- **Data Entry:** Input and update information accurately in computer systems, spreadsheets, and company databases.
- **Record Keeping:** Organize, file, scan, and retrieve documents using company reporting and filing methods.
- **Office Support:** Arrange travel logistics for field staff and other duties as assigned.
- **Payroll Processing:** Responsible for data entry, verifying individual time sheets, calculating variable pay like government hourly wages and fringe benefits, overtime, bonuses, and manage special reporting requests like Certified Payroll.
- **Expenses tracking:** Responsible for verifying and coding expenses company wide.

### **Minimum Requirements**

**Education:** Bachelor's degree in accounting, finance, business administration, or a related field **OR** equivalent professional experience.

**Experience:** 3 to 5 years of payroll processing, data entry and/or computer skills.

### **Technical Skills:**

- Must have Strong Microsoft Excel skills and proficiency in remaining MS Office software products.
- Proficient in general ledger accounting principles.

### **Physical Demands:**

- Ability to work in an at home office setting .
- Ability and transportation to occasionally run errands like delivering time sensitive documents locally.

### **Salary and Benefits:**

- Starting salary of \$45,000-\$55,000 (commensurate with qualifications).
- Home office needs including: laptop computer, cell phone, printer/scanner, desk, chair and other office supplies as needed.
- Approved PTO with prior approval by supervisor.

**Application Requirements:** Cover letter, resume and 3 references

**Submission Directions:** submit requirements via e-mail to: Liz Hammond, CFO, [liz@fdcenterprises.com](mailto:liz@fdcenterprises.com)