



Planning, Design, Construction
and Related Services

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Outline Job Description Financial Assistant

Experience in a business setting is required. Experience with standard office software such as the Microsoft Office suite of programs is required. Experience in financial management, accounting, or related field is required. An associate's degree or bachelor's degree in accounting (or ample satisfactory coursework completion toward such degree with anticipated graduation date) is desired.

The overall objective of this position is to assist with the accounts receivable, accounting payable, invoicing process for professional services rendered under US government and private contracts. The company uses a Deltek (Ajera) purpose built financial/labor/project management platform for all actions. Adaptability to new software and capabilities is critical. The firm provides professional architecture, engineering and related services to both public and private clients throughout the US. The culture of the company is one of collaboration and flexibility within a professional office environment. Work hours are flexible, but generally conform to the standard Monday – Friday work week. Current position is approximately 20 hours per week, with the anticipation of moving to full-time within 12 months.

- Financial management
 - Coordinate invoices with individual project managers
 - Support the invoicing process consistent with internal procedures and requirements of each client
 - Coordinate with clients, as needed, on invoicing requirements and formats
 - Process receivables. Work with company accounts manager on finances
 - Assist with overall financial management to include reporting and collection of costs/expenses
 - Assist with labor reporting and periodic review including the development of metrics of key labor and financial indicators
- Develop reports from the financial management platform to indicate current status and to make financial projections
- Provide general office administration/management to the Atriax Companies
 - Manage correspondence
 - Answer telephone communication, direct callers, provide guidance
- Other duties as assigned

Atriax is an inclusive company with a life/work balance that is unrivaled by any peer companies. The main office is in a quirky historic house in downtown Hickory, North Carolina. The entrepreneurial spirit that began 20 years ago, endures today with new markets, challenges and experiences for everyone. The culture is collaborative, challenging and demands considerable fun!