

Job description

Title: Administrative/Accounting Assistant (Full-Time)

Post Date: 05/04/2018



Summary

Calland Engineering, Inc. is seeking a responsible, highly motivated, and detail-oriented individual to join our Accounting division in Brea, CA area as an administrative assistant. He/she will work closely with engineering and accounting professionals in Calland Engineering. The position has opportunity for advancement for motivated individuals willing to learn the skills and technology required of an office manager and accountant. Candidates are not required to have any accounting experience. However, applicants with a basic understanding of accounting and/or working experience in the field are preferred.

Essential Functions

- Consistently provide a warm welcome to guests when they arrive, offer water and ensure they are comfortable.
- Answer phone calls and transfer to appropriate parties and/or take messages.
- Ensure that team projects are delivered on-time, within scope and within budget.
- Purchase supplies and ship items for executives as requested.
- Assist with Management and Sales department on following up on all projects as needed.
- Assist the principal engineer with all aspects of the daily crew workload.

Accounting Skills

- Assist accountant in recording, reconciling and auditing accounting data.
- Prepare and disburse payments to all vendors.
- Post transactions involving cash receipts, disbursements and/or accounts payable and receivable to ledger accounts.
- Assists the accountant in the preparation of financial statements, cost reports and bank reconciliations as needed.
- Resolve problems regarding budget limitations, allocations or modifications and prepare necessary documentation.
- Prepare and pay all bills for office.

Required Skills & Behaviors

- Excellent written and verbal communication skills.
- Highly organized with a keen attention to detail
- Problem solving skills and the ability to identify multiple solutions and options for a given scenario
- Good at juggling multiple projects, managing expectations, and working with deadlines
- Good communication and writing skills
- Highly motivated and team oriented

Required Education/Experience

- Prior experience as an Office Manager or Bookkeeper (or a relevant business degree) is a plus
- Bilingual in English and Mandarin is required

For more information on our company, please visit our website at www.callandeng.com. Please send your resume to hr@callandeng.com if you are interested in this position.