

Now Hiring – Administrative Manager

Juneau, AK

To apply, please submit cover letter, resume, and three professional references to our Human Resources Manager at: breanna@proHNS.com

Position is open until filled.

proHNS LLC is an equal opportunity and affirmative action employer. Minority, female, veteran, and disabled candidates are encouraged to apply.

Visit www.proHNS.com to find out more about our company.

Juneau Office
1945 Alex Holden Way #101
Juneau, AK 99803
907-780-4004

Haines Office
219 Main Street #13
Haines, AK 99827
907-419-6070



proHNS LLC is seeking an experienced, reliable Administrative Manager (AM) to handle bookkeeping, accounting, and other duties for our rapidly growing professional services firm. The Administrative Manager is responsible for a variety of business operations and management support, including bookkeeping, payroll, invoicing, financial planning, office management, and other tasks as assigned. The ideal candidate should demonstrate attention to detail and high integrity, with the disposition to professionally represent proHNS at all times.

The selected candidate will work a flexible, part-time schedule of 20 hours per week, Monday through Friday, out of our Juneau Office location. Successful candidates will have an opportunity for increased workload upon request.

Essential Duties and Responsibilities

The Administrative Manager performs six primary functions: accounting, bookkeeping, payroll, invoicing, office management, and financial planning.

Accounting: The AM handles all accounts receivable/payable, inputting and paying bills using QuickBooks software. Our firm has a fluctuating number of employees and subcontractors working on projects across Southeast Alaska at any given time; organization and attention to detail are key to ensuring all accounts are tracked properly.

Bookkeeping: The AM coordinates with our outside accounting firm to reconcile QuickBooks on a monthly basis and report/remit sales tax to the multiple city and borough governments we do business within. The AM also ensures all proHNS business licenses remain current and insurance policies are renewed.

Payroll: The AM uses TSheets and QuickBooks software to administer payroll on a bimonthly basis. This task also involves coordinating with our outside accounting firm. The AM completes and submits all forms associated with payroll including: Internal Revenue Service 940 and 941 forms, SIMPLE IRA retirement plan forms, and other forms required by various municipal/state payroll laws.

Invoicing: The AM compiles all relevant information (receipts, hours logged, etc.), creates invoices in a variety of templates, and distributes paper and/or electronic invoices to customers. All invoices must be logged in QuickBooks. The AM keeps proHNS Managers apprised of invoice status, submitting a list of new and outstanding invoices for each period.

Office Management: The AM staffs the front desk of our Juneau Office, greets visitors, answers phone calls, and responds to general correspondence. Other responsibilities include: scheduling office cleaning and maintenance, checking the company PO Box twice a week, keeping office supplies stocked, and running miscellaneous errands.

Financial Planning: The AM schedules and leads bimonthly financial meetings with proHNS Managers. Financial meetings involve compiling and explaining financial reports, including balance sheets, Profit and Loss statements, accounts payable/receivable summaries, and anticipated expenditures. The AM also maintains a Financial Task document and works with proHNS Managers to set goals and track progress.

Minimum Qualifications

- Minimum 2-years of bookkeeping, accounting, or business management work experience, or, two years of post-secondary education in a related field.
- Working knowledge of Microsoft Office suite (especially Excel) and QuickBooks.
- A personal code of conduct that stresses honesty and integrity.
- Excellent written and verbal communication skills.
- Ability to maintain strict confidentiality.
- Strong organizational and planning skills.

Physical Demands and Work Environment

- This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, cameras, photocopiers, and filing cabinets.
- While performing the duties of this job, the employee is regularly required to talk, hear, sit, climb, balance, stoop, kneel, crouch, and crawl. The employee frequently is required to stand, walk, use hands to finger, handle or feel, and reach with hands and arms.
- The employee must occasionally lift and/or move up to 35 pounds.
- Specific vision abilities required by this position include close vision and ability to adjust focus.

Compensation

- Competitive hourly wage DOE.
- Eligible for annual performance bonuses.
- Employer paid training, certifications, and professional memberships.
- SIMPLE IRA retirement program with 2% Employer contribution.
- Professional advancement opportunities available within the organization.

Thank you for your interest in proHNS. We look forward to receiving your application.