



Bookkeeper/Office Administrator

Position(s) Open: 1

Location: Pasadena, CA

We are growing and we need great people! eCivis is seeking a highly motivated individual to fill a full-time position in a fast-paced and challenging work environment. Qualified candidates must possess an accounting background, office management experience, exhibit good time-management, and have an eye for detail, inner drive, and a willingness to work in a high-demand environment. This position requires someone with excellent communication skills, business acumen and roll-up your sleeves attitude. The open full-time position is essential to managing the day-to-day business needs of the company.

JOB DESCRIPTION:

This role is responsible for managing the day-to-day accounting, general office needs and administrative duties of the company.

PRIMARY RESPONSIBILITIES:

- Responsible for day-to-day A/R, A/P, banking, billing and purchasing functions;
- Maintaining and managing the office;
- Providing daily, weekly and monthly reporting of all business activities;
- Supporting other departments such as research and marketing;
- Various administrative activities, general business needs, and;
- Periodically conducting special projects.

IDEAL CANDIDATE MUST POSSESS THE FOLLOWING:

- 3-4 years of similar work experience;
- Ability to recognize business needs, analyze them and solve them;
- Have high proficiency with Quickbooks, Salesforce.com and Microsoft Office;
- Be highly motivated, have a positive attitude and be able to work in a structured, performance-driven environment;
- Have **exceptional interpersonal communication skills** and ability to work with all level of personnel;
- Be able to work independently as well as assist other members of the team when needed;
- Have strong time-management, organizational, and follow-through skills.

PREFERRED QUALIFICATIONS:

- Bachelor's degree;
- Direct experience working in high-growth companies;
- Experience with ADP and payroll a plus.

TO APPLY:

Interested candidates should live in the Los Angeles area and be able to work in Pasadena from Monday through Friday between 8:00a.m. and 5:00p.m. Submit a resume and cover letter with salary expectations to jobs@ecivis.com. PLEASE enter the following job code in your subject line: BOA. Candidates who are selected for interviews will be required to pass a general accounting exam, and must agree to a full background check to be considered for employment.

No faxes, phone calls, or postal mail submissions. Due to the large volume of resumes received, only qualified candidates will be contacted. No recruiter calls, please. eCivis, Inc. is an equal opportunity employer. This position is for full-time employment in Pasadena, CA.