**Office Assistant**Commerce Township, MI | Full-Time

**Description:**

The primary focus of this position is to support the Accounting Manager and Accounting team by efficiently and effectively processing account data needed for the Revenue Cycle process. The position reports to the Accounting Manager.

​

**Responsibilities:**

* Contact contractors to obtain additional information on bills or to negotiate pricing.
* Communicate with co-workers, management, and others in a courteous and professional manner.
* Conform with and abide by all regulations, policies, work procedures and instructions.
* Conform to all safety rules and use all appropriate safety equipment.
* All other duties as assigned.

**Qualifications:**

**​**

**Competencies:**

* Collaboration Skills
* Communication Proficiency
* Organizational Skills
* Problem Solving/Analysis
* Project Management
* Relationship Management
* Results Driven
* Time Management

**Education and Experience:**

* High School Diploma or equivalent required
* Experience with Google Sheets and or Excel
* Experience with QuickBooks preferred

**Additional Requirements:**

* Proficient with computers, including Microsoft Office Suite and Google Sheets
* Resilient attitude toward achieving goals
* Strong ability to adjust to change and work requirements
* Self-motivated with the ability to work independently
* Ability to multi-task, prioritize assignments and meet deadlines
* Excellent written, interpersonal, and group communication skills, both over the phone and in person.
* Adhere to the policies and procedures outlined in the employee policy manual and any applicable contracts, signed agreements, and work rules.

​  
**Salary:** $15.00 - $17.00 per hour

**Benefits:**

* 401(k)
* 401(k) matching
* Dental insurance
* Health insurance
* Life insurance
* Paid time off
* Vision insurance

​​

**Schedule:**

* 8-hour shift
* Day shift
* Monday to Friday
* On call

**Ability to commute/relocate:**

* Charter Township of Commerce, MI 48390: Reliably commute or planning to relocate before starting work (Required)