



TIKIGAQ Corporation  
 Office of Human Resources  
 2809 S. Lynnhaven Road  
 Suite 200  
 Virginia Beach, VA 23452  
 Telephone: 757-408-9811

OFFICE COORDINATOR / PROJECT BUSINESS ADMINISTRATOR	
Approved Date: 2024	
Job Code: #####	FLSA : Non Exempt

**JOB SUMMARY:** Under the general direction of the Project Accounting Controls Manager, the Project Business Administrator / Office Coordinator will provide administrative and bookkeeping support to construction and environmental projects as well as, under general direction, be responsible for overall office activities including the reception area, mail, purchasing requests, and facilities.

*The following duties are intended to provide a representative summary of the major duties and responsibilities and **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES**

The candidate will maintain contract documents and filing structures. Edit, manipulate, and manage project documents using word processing software. Check figures, postings, and documents for correct entry, mathematical accuracy, and proper coding. Reconcile and report discrepancies found in records. Code documents according to company procedures. Classify, record, and summarize numerical and financial data to compile and maintain financial records in spreadsheets and accounting system. Compile and maintain budget data and documents, based on estimated revenues and expenses. Calculate, prepare, and issue invoices, account statements, and other financial statements according to established procedures. Candidate may prepare client invoices and assist with accounts receivable and credit collections. Candidate may occasionally need to drive a company truck or POV to the bank or project sites, if needed.

Responsible for directing and coordinating office services and related activities, including developing and supervising programs for the maximum utilization of services and equipment. Responsible for arranging internal office moves and providing arrangements for office meetings.

Manages the reception area to ensure effective telephone and mail communications both internally and externally to maintain professional image.

Responsible for the maintenance and alteration of office areas and equipment, as well as layout, arrangement and housekeeping of office facilities. Negotiates the purchases of office supplies and furniture, office equipment, etc., in accordance with company purchasing policies and budgetary restrictions.

Provides training and instructional information to office/field staff regarding weekly expense reports, monthly payment request (credit card) reports, general policies, rules, regulations within the area of assignment.

Responsible for the facilities day to day operations (such as distributing building access keys and back – up to security access codes, etc.) Coordinates with other office coordinators, functional leads, and administrative staff on all intra-unit operation and procedures; participates in supervisory staff meetings and unit staff meetings to discuss and consider operational matters and problems and maintain consistency and coordination of office procedures.

Process Business Expense Reports (BERs).

Process accounts payable invoices on a weekly basis, review and post batches. Maintain proper invoice filing system. Process weekly AP check run. Process and upload Positive pay files. Answer vendor inquiries in regards to payment status on invoices.

Process credit card and utility invoices monthly following internal procedure.

Represents TIKIGAQ Corporation in external contact with partners and agencies.

Completes internal and external written and oral reports professionally and in a timely manner.

Responsible for Subsidiary Petty Cash including deposits, withdrawals, and monthly reconciling. Processes intercompany invoices on a monthly basis while meeting deadlines set by corporate office. Makes deposits for any invoice check payments and provides information to corporate accounting.

Maintain SUBSIDIARY Organization Chart and Business Licenses.

Performs other duties as assigned.

## **KNOWLEDGE and SKILLS**

- Knowledge of mail process such as postage machine, Federal Express and UPS.
- Knowledge of the project structure in a client/consultant business environment
- Knowledge of Oracle-based accounting system
- Knowledge of computer software
- Skill to be organized and proficient.
- Skill to communicate verbally and in writing.
- Skill to work independently, take initiative, set priorities, and see projects through completion.
- Skill to problem solve and analyze.
- Skill to perform multiple tasks in fast paced environment.
- Skill to keep accurate records.
- Skill to negotiate effectively
- Skill to organize and plan
- Skill to manage ones own time and priorities
- Skill in operating office equipment

## **MINIMUM QUALIFICATIONS**

1-4 years progressively responsible professional experience. May be substituted on a year-for-year basis with college education High School Diploma, and/or 2-Year associate degree, or bachelor's degree preferred in business administration or related field. 2-3 years of experience in a similar job could be substituted for the Degree requirement with resume and verified previous experience. Also requires a valid driver's license and the ability to obtain a security clearance. Position requires proficiency with Microsoft Office and Adobe Acrobat. Experience in federal project administration environment preferred.

## **MINIMUM PHYSICAL REQUIREMENTS**

The following demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sedentary and light duty type work which requires sitting, lifting, walking, etc., with ability to lift approximately 20 pounds.

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

We are an Affirmative Action/Equal Opportunity Employer and employment selection decisions are based on merit, qualifications, and abilities. We do not discriminate in employment opportunities or practices on the basis of: race, color, religion, national origin, age, sexual orientation, gender identity, disability, veteran status or any other characteristic protected by country, regional or local law.