**Tomlinson Cannon**

Administrative Assistant

Tomlinson Cannon is now hiring for an Administrative Assistant in our Iowa City, Iowa office!

Are you looking for an exciting career opportunity? We would love for you to be part of our team!

To apply, please stop by our office at 3466 Dolphin Drive SE, Iowa City, Iowa or complete the online application by selecting "Apply Now" on our website. Thank you!

**Requirements:**

* Available Monday - Friday from 8:00 am to 5:00 pm
* Experience, education, and ability to perform tasks (as stated below)
* Computer literacy
* Knowledge of QuickBooks
* Good communication skills and phone manner
* Ability to work under moderate stress
* Ability to be flexible and adaptable

**Responsibilities:**

* Answer phones and transfer calls in a professional manner. Must also be able to take detailed messages, set appointments, and screen calls as necessary
* Accounts Receivable responsibilities, such as entering and sending out billing invoices for our Gutter, Waterproofing, Mudjacking, and Concrete Cutting Divisions
* Enter customer payments and deposits
* Accounts payable for all Divisions
* Assist the Office Manager with compiling month-end and year-end financial reports
* Payroll, payroll taxes, child support, 401k
* Enter Division inventory information as assigned
* Safety Meeting responsibilities (reports, prepare checks, take notes, etc.)
* Open and distribute mail
* Check email
* Maintain office supply inventory
* Maintain keys for vehicles and offices
* Greet and assist customers with enthusiasm
* Perform other duties as assigned

**Compensation & Benefits**

* $15-$17 per hour, depending on experience
* 401k
* PTO