



RLF COMMUNICATIONS

Job Description

Administrative Support

RLF Communications is seeking part-time assistance with office management, human resources and accounting support to support our growth. This position will work with the RLF leadership team, as well as RLF external partners such as our insurance provider (Faw Insurance), IT provider (Trinity Solutions) and CPA firm (RH CPAs). The desired applicant will work 10-12 hours per week, with a preferred schedule of in-office work on Tuesdays and either Wednesday or Thursday mornings.

General Duties will include:

1. Accounting Support
 - Entering invoices in RLF's Bill.com payment system
 - Securing mail from PO Box and making bank deposits
 - Tracking all RLF pass-through hard cost expenses on behalf of the agency and clients and working with account leads to ensure hard costs are billed appropriately
 - Working with RH CPAs to track down missing or uncategorized information related to RLF bills, credit cards or other transactions
 - Reviewing and pre-approving expense reports for payment (explore tools/apps for expense reports)
2. Human Resources
 - Conduct the onboarding of new employees to ensure all administrative paperwork is filled out, submitted and activated. This includes health, dental, vision, life and disability insurance.
 - Compile monthly time reports by employee and client for management review to help us better allocate resources and manage profitability
3. Office Management
 - Maintaining and purchasing office supplies
 - Supporting RLF staff with technology needs and coordinating with Trinity Solutions
 - Coordinating with cleaning crew and ensuring office is neat, orderly and organized
 - Organizing and maintaining RLF's records related to client contracts
 - Scheduling and administrative support for CEO Monty Hagler

Required skills and experience:

- Demonstrated skills in Microsoft Office required. Familiarity with Bill.com or other accounts payable software strongly preferred.
- Excellent communication and organizational skills, math skills, attention to detail and ability to maintain confidential and sensitive information required.
- Ability to perform basic technology troubleshooting of computers and printers

Physical requirements:

- Must be able to lift 20 lbs.
- Sitting for prolonged periods at a desk for computer work
- Ability to drive

Salary:

- \$20 - \$24 per hour, based on experience
Average 10-12 hours per week

Send email indicating interest and resume/qualification summary to Monty Hagler.
monty@rlfcommunications.com