

Office Coordinator, CT (03/18/21)

Circulent is a leading Managed IT Service Provider (MSP) located in Darien, CT. We are seeking an Office Coordinator whose responsibilities include maintaining all office operations. This includes working with all of the financial aspects of the company, and additional functions such as service & projects teams, executives, and all vendors. The right candidate for this position will have a keen eye for details, and yet have the ability to pull back to view the big picture. We are looking for a take-charge, hands-on individual with the capacity to be a leader in our organization.

Responsibilities

- Bank & credit card reconciliation
- Process orders
- Monthly invoicing
- QuickBooks Accounts Payable & Receivables
- Coordinate with CPA for quarterly and annual tax estimates
- State sales & use tax reporting
- Local town personal property taxes
- Process payroll
- Quarterly QuickBooks audits
- Review & reject timesheets
- Coordinate travel
- Manage fleet of vehicles
- Coordinate office facilities
- Office groceries, errands

Technical Qualifications

- Microsoft-Office
- QuickBooks Desktop

Professional Qualifications

- B.A. or B.S. college degree with a business background
- Ability to interact effectively with both technical and non-technical personnel
- Has excellent project management skills, high level of personal organization, and prioritization skills
- Excellent verbal and written communication skills with team members, management and customers
- A strong ability to multitask, own and execute, and follow through on all technical and business issues

US Citizen, Green Card holders, and local candidates only need apply. No third parties please. This is a salaried position with benefits. For immediate consideration, qualified candidates interested in joining our professional team should send resume and salary requirements.

Our company is a Step Up participating employer, therefore the ideal candidate would meet the job and Step Up qualifications (log onto www.StepCt.com for eligibility criteria).

To apply, send resumes to info@circulent.com. No solicitations please.