



ADMINISTRATIVE SPECIALIST

Acadience Learning is looking for an Administrative Specialist to join our team. We are an educational company located in Eugene, OR. Our mission is to improve outcomes for children and support school success by developing and conducting research on practical, innovative, and powerful assessment and curricular tools that can be used to promote educational success for students, educators, and school systems (www.acadiencelearning.org). We are a growing firm that offers competitive wages, as well as health care benefits, holidays, vacations, and a friendly work environment.

The Administrative Specialist position is a full-time position which may be done remotely or in our office in Eugene, OR. Work hours will be determined based upon location and company needs. Acadience Learning's normal business hours are Monday - Friday from 8am to 5pm Pacific Time.

POSITION SUMMARY

The Administrative Specialist is responsible for assisting the Accounting and Professional Learning Departments with overlapping tasks to ensure timely processing and accurate tracking and recordkeeping.

ROLES AND RESPONSIBILITIES

- Provide support to our Professional Learning Department including, but not limited to the following:
 - Manage data in spreadsheets and project management software within established timelines and procedures (e.g., training records, training product inventory and shipment details)
 - Assist with proposal and contract generation
- Provide support to our Accounting Department including but not limited to the following:
 - Reconcile Professional Learning contracts with rostering and material shipments
 - Receive and enter vendor invoices for accounts payable, including new vendor requests and set-up
 - Customer invoicing and collections, including researching discrepancies in accounts, orders and collecting missing information
 - Assist with inventory tracking and reconciliation
 - Credit card expense tracking, entry and input
 - Keep detailed and well organized records of all accounting tasks.
- Assist with other agency tasks as needed

QUALIFICATIONS AND REQUIREMENTS

- High school diploma
- 1-3 years experience providing administrative and accounting support in a multi-function office environment
- Experience providing customer service
- Knowledge of and experience with: Quickbooks Enterprise, Microsoft Office Suite and G Suite
- For remote work, must have high-speed internet connectivity and a work space free from distraction

PREFERRED QUALIFICATIONS

- Associate's degree in business administration, accounting, or related field
- Familiarity with customer service software (e.g., Salesforce, monday.com, ZenDesk)

If you are interested in applying, please submit your resume and cover letter [here](#).

Acadiance Learning is an equal opportunity/affirmative action employer and encourages applications from minorities and persons with disabilities.