



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

PROJECT BUSINESS ADMINISTRATOR I	
Approved Date: 2023	
Job Code: #####	FLSA : Non-Exempt

JOB SUMMARY: Under general direction of the Project Accounting and Controls Manager, this position will provide administrative and bookkeeping support to construction and environmental projects as outlined.

*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

Edit, manipulate, and manage project documents using word processing software.

Check figures, postings, and documents for correct entry, mathematical accuracy, and proper codes. 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.

Attend and participate in project meetings and note any relative information. Support other department staff as needed.

Performs other duties as assigned.

- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures and terminology.
- Knowledge of customer services concepts and practices.
- Knowledge of economic and accounting principles and practices, and the analysis and reporting of financial data.
- Knowledge of principals and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Skilled in working independently to assess, prioritize and see multiple tasks, projects and demands through completion.
- Skilled in establishing and maintaining cooperative working relationships with others.
- Excellent verbal and written communication skills.
- Keen attention to detail with an ability to spot errors.

- Must and data protection.
- Follow policies and possess a serious understanding of confidentiality to safeguard data and information.
- Excellent organization, analytical and time management skills
- Familiarity with accounting procedures
- Skilled in maintaining and updating multiple reports and logs.
- Proficient in MS Word an MS Excel (Office Suite a plus!)

MINIMUM QUALIFICATIONS

- Bachelor's degree is desirable but not required; experience can substitute.
- Ability to pass US Federal Government Security Background Check

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 35 lbs. May require the ability to travel.

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.

Pursuant to the Alaska Native Claims Settlement Act (ANCSA) of 1971, as amended, and as may be provided for and allowed by the Indian Self-Determination Act of 1974, P.L. 93-638, and other state and federal laws, Tikigaq Corporation maintains a hiring preference for Alaska Natives and American Indians. In all other respects, and to provide equal employment and advancement opportunities to all individuals, employment decisions at Tikigaq Corporation will be based on merit, qualifications, and abilities. Tikigaq and its subsidiaries is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, religion, creed, color, national origin, ancestry, sex, age, medical condition, marital or domestic partner status, sexual orientation, gender, gender identity, gender expression and transgender status, mental disability or physical disability, genetic information, military or veteran status, citizenship, low-income status or any other status or characteristic protected by applicable law.