Administrative Assistant and Bookkeeper

About Dayton Photonics Systems LLC

Dayton Photonics Systems LLC is a dynamic startup revolutionizing the telecommunications industry with cutting-edge free space optical communication (FSO) systems. Our innovative technology provides high-bandwidth, secure, and reliable wireless connectivity solutions for a variety of applications. We are a fast-growing company with a passionate team dedicated to connecting the unconnected. We are seeking an organized and motivated Administrative Assistant and Bookkeeper to join us and contribute to our continued success.

Job Summary

As the Administrative Assistant and Bookkeeper, you will be a vital member of our team, providing essential support to our daily operations. You will be responsible for managing administrative tasks, maintaining organized financial records, and assisting with various projects. This role requires a highly organized individual with excellent communication skills and a strong work ethic.

Responsibilities:

- **Administrative Support:**
  - Manage calendars and schedule appointments for executives and team members.
  - Answer and direct phone calls, respond to emails, and greet visitors.
  - Prepare presentations, reports, and other documents as needed.
  - Maintain office supplies and equipment.
  - Coordinate travel arrangements and process expense reports.
  - Assist with event planning and logistics.
- **Bookkeeping:**
  - Record and process financial transactions, including accounts payable and receivable.
  - Reconcile bank statements and credit card accounts.
  - Maintain accurate and organized financial records.
  - Prepare financial reports and assist with budgeting and forecasting.
  - Ensure compliance with all financial regulations.
- **Other Duties:**
  - Assist with human resources tasks, such as onboarding new employees.
  - Provide general support to the team as needed.
  - Undertake special projects as assigned.

Qualifications:

- High school diploma or equivalent; Associate's degree in Business Administration or related field preferred.
- 2+ years of experience in an administrative or bookkeeping role.
- Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and Google Workspace (Gmail, Calendar, Meet, Sheets, Slides, Drive, Chat).
- Experience with accounting software.
- Excellent organizational and time management skills.
- Strong attention to detail and accuracy.
- Effective written and verbal communication skills.
- Ability to work independently and as part of a team.

- Experience in the technology industry is a plus.

Benefits:

- Competitive salary and benefits package.
- Opportunity to join a fast-growing startup and make a significant contribution.
- Work in a dynamic and innovative environment.
- Be a part of a passionate team dedicated to revolutionizing the telecommunications industry.

To Apply:

Please submit your resume and cover letter to Emily Fehrman Cory, emily@dayton-photonics.com.