

Part-time Office Administrator Opportunity

Phase Change Software is looking for a well-organized, highly responsible individual to take over responsibilities for general office administration, accounts-payable processing, and other administrative support on a part-time basis. The Office Administrator ensures the smooth running of our company's office and contributes towards driving sustainable growth. This position reports to the Director of Operations in close collaboration with the Senior Accountant and Director of Finance.

Responsibilities

Office

- Coordinate office activities and operations to secure efficiency and compliance with company policies
- Track food stocks and food supplies, and place orders when necessary
- Manage physical facilities including maintaining a pleasant working environment, coordinating with office services-providers, and performing office equipment maintenance
- Coordinate weekly and occasional office and group lunches
- Assist with meeting and travel arrangements
- Welcome and check-in office visitors
- Perform/Coordinate mail-processing and also phone-system maintenance
- Assist with occasional event management

Accounts Payable

- Code vendor invoices, expense reports, and check requests promptly and in conformity with company policies and procedures
- Prepare proper supporting documentation to all AP transactions
- Prepare weekly check runs and submit payment requests
- Support Senior Accountant with monthly accounting record closings
- Prepare monthly reconciliations, identify and correct posting and omission errors, and modify workflows to avoid repetitive errors
- Investigate and resolve vendor-invoice and payment-processing problems
- Maintain accounts payable and vendor files and handle all vendor correspondence via phone, snail mail, and email
- Prepare Use Tax returns, remittance requests, and meet filing due dates
- Manage petty cash

Experience & Skills

- Office administration including maintaining office and food stocks
- Records' organization, administration, and process improvement
- Accounts Payable processing (preferably with QuickBooks)
- Basic proficiency with Microsoft Office (Excel, Word, Outlook, and Teams)
- Experience with Carta is a plus
- High school diploma, BSc/BA in office administration, or relevant field experience is preferred

Qualities

- Team player with an affinity for supporting the success of others
- Competent in prioritizing and working with little supervision; able to manage multiple tasks and projects; follows-up on issues in a timely manner
- Detail oriented with ability to evaluate the quality and correctness of your own work and makes corrections before submission to others
- Self-motivated learner who asks questions
- Analytical and problem-solving mindset
- Strong written and verbal communications skills
- Comfortable interacting with a variety of people, persistent yet polite
- Trustworthy – maintains discretion over disclosure of confidential information
- Operate effectively in a start-up business environment
- Effective emotional intelligence/awareness; supports positive company culture
- Open to change and willing to learn new skills

About Us

Phase Change Software, headquartered at the base of the Rockies in beautiful Golden, Colorado, is a small startup company with the big idea of transforming code into data that can be queried, analyzed, compared, and combined. Our patent pending methods for software analysis will dramatically improve software development. If you are passionate about building a company, services, and products that will have a lasting impact on the future, then we might be what you've been looking for.

Our team enjoys

- **Comfortable dog-friendly office with mountain views**
- **An incredible brain trust to work with every day**

Interested?

Send a resume and cover letter, or contact us

Phase Change Software LLC

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