



Office Administrator

About Our Company

PFG Precision Optics was founded in 1977, and is proudly located in Ocean Springs, MS. We manufacture custom lenses, prisms, beamsplitters, polarizers, and optical flats for use in your projects and devices. No matter our customers' optics needs, our engineers and technicians can produce the right products for them. Learn more online at www.pfgoptics.com.

Job description

Job Opening Summary

Position: **Office Administrator**
Department: Administration
Reports to: Reports to the President

Supports Company operations by maintaining financial and administrative systems and supervising subordinates.

General Responsibilities Outline

- Complete Payroll function - This includes keeping up-to-date wage and salary information, changes in tax rates, tax transfers, bank transfers, quarterly and year end reporting, recording time sheet data and job cost information.
- Maintain and execute system of purchasing supplies, goods and equipment
- Maintain employee expense reporting procedure and ensure accurate and timely completion of reports
- Complete invoicing function
- Reconcile banking transactions and balances weekly.
- Complete accounting function
- Maintain methodical and organized filing system and record retention system
- Coordinate and maintain insurance programs with the HR Department and President.
- Maintain professional knowledge by reviewing professional publications.
- Perform other related duties as assigned or directed to meet the goals and objectives of the department and the organization.

Qualifications

- AA degree in accounting, business, or finance; or a minimum of 5-7 years experience in management and accounting in a similar manufacturing business.
- Ability to use all standard office equipment including computers and peripherals, Internet, Microsoft Office products and Sage Accounting software.
- Have a methodical and detail-oriented approach to work by organizing and prioritizing.
- Able to interpret and apply a variety of rules, regulations, policies, and procedures related to work of the company.
- Ability to handle multiple tasks with multiple deadlines.

Company Profile

Since 1977, PFG Precision Optics has manufactured and coated ultra-high precision optics installed in various types of military and commercial equipment. Industries in which these optics are used include military, test & measurement, semiconductor, imaging, medical and telecommunications.

Company Benefits

PFG offers a competitive benefits package for our full-time employees, including: medical and dental insurance, life insurance and AD&D, short-term disability, simple IRA with company match, fitness center reimbursements, paid holidays and paid vacation.

COVID-19 considerations

We are staying up-to-date and adhering to COVID-19 precautions.

Job Type: Full-time (Monday through Friday, 7:30 a.m. to 4:00 p.m., 30-Minute Lunch)