

DaVinci Sign Systems, Inc – Windsor, Co.

Northern Colorado's leading Signage manufacturing firm has a position for an in house administrative professional with the following skills and education.

Education- Minimum Bachelor's degree in Business, accounting, or equivalent.

Experience – Minimum 2 years experience in office administration, construction company background extremely helpful in the contract and billing area.

Skill set as follows:

⊗ Knowledge and experience in Quick Books accounting and general ledger work.

⊗ HR experience including, insurance, benefits, work compensation

⊗ Accounts payable

⊗ Bank reconciliation

⊗ Payroll general duties

⊗ General office duties and procedures

Attributes: positive attitude, detail oriented, self starter and self reliant.

Salary – Depends on qualifications, full benefit package including paid vacation and holidays, health insurance, Simple IRA, health club membership

Apply via resume' to info@davincisign.com

www.davincisign.com 4496 Bents Drive, Windsor, Colorado 8055

Voice -[970-203-9292](tel:970-203-9292)