Gasser Bush Associates

30984 Industrial

Livonia, MI 48150

www.gasserbush.com

Gasser Bush Associates is the largest manufacturer’s rep agency of commercial and industrial lighting and lighting controls equipment in the state of Michigan and Northwest Ohio, currently representing over 90 different manufacturers. We work closely with the architectural and engineering design community and sell our products through the electrical distribution channels. You can learn more about us at [www.gasserbush.com](http://www.gasserbush.com).

We are looking for a full time **EXECUTIVE ADMINISTRATIVE ASSISTANT** to be a part of our team. The EAA will compute, classify, and record numerical data to keep financial records complete, and will also post, verify, and reconcile accounts payable, accounts receivable and expenses. The EAA will also provide support for department leaders and complete other administrative tasks as needed.

Some of the job duties will include:

* Verify commission payments made to GBA from our Manufacturer partners
* Receive and verify invoices and requisitions for goods and services
* Verify that transactions comply with financial policies and procedures
* Basic Accounts Receivable responsibilities
* Basic Accounts Payable responsibilities
* Maintains confidence and protects operations by keeping information confidential
* Business Analysis via reporting for ownership
* Any other duties and tasks as assigned

Required Qualifications:

* High School Diploma
* Strong, professional teamwork skills
* Detail oriented and can work on multiple tasks in a fast-paced environment
* Excellent written and oral communicator with pleasant and professional phone skills
* Strong computer skills specifically with Microsoft Office
* Experienced with Quick Books

Preferred Qualifications:

* Proficient knowledge of administrative and clerical procedures and systems such as excel, QuickBooks, word processing, managing files and records, and other office procedures and terminology
* 1-2 years’ experience in a related position
* Associates or Bachelors’ degree work in Accounting, Business, Construction Administration, Industrial Distribution or a related field

What Gasser Bush Associates Offers You:

* Competitive pay with vacation and sick days
* Excellent benefits package including medical, dental, vision, flexible spending account, and employee assistance program
* Life insurance and long-term disability
* 401k with company match and profit sharing

**Please forward resume & cover letter to Nick Funaro at nfunaro@gasserbush.com**