



**Workbench Consulting LLC**  
316 Gaspar Bnd  
Cedar Park TX, 78613

info@workbench-consulting.com  
www.workbench-consulting.com

# Office Assistant Job Description

## Company Overview

Workbench Consulting LLC is an Austin-based company that will provide IT and software development services. The company is focused on addressing the pressing challenges of processing and analyzing large-scale LIDAR surveying data. The sheer volume of data generated in a single survey can reach terabytes, which presents significant obstacles in terms of data storage, transfer, and especially data processing and analysis. This complexity often impairs clients' ability to manage, visualize, and ultimately make informed decisions based on the data collected.

By providing tailored software solutions, Workbench Consulting ensures faster turnaround times for data processing, enhancing the reliability and utility of surveying data. This includes the transformation of raw LIDAR point clouds into actionable models and maps, which support decision-making in fields such as engineering, government planning, and environmental assessment.

**Position:** Office Assistant / Administrative Accounting Assistant

**Location:** Austin, Texas

**Job Type:** Part-Time

## Job Summary

We are seeking a detail-oriented and organized Office Assistant to manage our office operations as well as bookkeeping and payroll support. This role requires strong multitasking abilities, attention to detail, great communication and a professional demeanor to ensure efficiency in both administrative and basic financial tasks.

### Key Responsibilities

- **Administrative Support**
  - Serve as the primary point of contact for employees, clients and visitors.
  - Answer and route incoming phone calls and emails, taking messages accurately and professionally.
  - Manage office correspondence, including sorting and distributing mail and preparing outgoing shipments.



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- Schedule meetings, manage calendars, and coordinate travel arrangements for the consulting team.
- Maintain an organized and welcoming office environment, monitoring and ordering office supplies as needed.
- Organize and maintain physical and digital filing systems, ensuring all documentation is current and easily accessible.
- **Accounting Assistance**
  - Perform data entry for financial transactions into accounting software (e.g., QuickBooks, Xero) with speed and accuracy.
  - Assist with accounts payable and accounts receivable processes, including processing vendor invoices and issuing client invoices.
  - Track and process employee expense reports and assist with basic payroll data entry.
  - Reconcile bank and credit card statements to internal records and identify discrepancies.
  - Maintain confidentiality of all financial data and sensitive company information.
  - Support the accounting manager with month-end closing procedures and audit preparation as requested.

### **Qualifications & Skills**

- Proven experience in an administrative or office support role, preferably within a professional services or IT environment.
- Familiarity with basic accounting principles and bookkeeping functions.
- Proficiency in Google Workspace apps and Microsoft Office Suite, especially Excel (e.g., pivot tables, formulas) and Word.
- Experience using accounting software (e.g., QuickBooks, Xero) is highly desirable.
- Exceptional organizational and time-management skills, with the ability to multitask and prioritize tasks effectively.
- Strong verbal and written communication skills and a customer service-oriented approach.
- High attention to detail and accuracy in numerical data and document proofreading.
- Ability to work independently and collaboratively in a fast-paced environment.

### **Education**

- High school diploma or equivalent required.
- An Associate's or Bachelor's degree in Accounting, Finance, or Business Administration is a plus.



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## How to Apply

Interested candidates should submit a resume and cover letter detailing their relevant experience and interest in a consulting environment to [info@workbench-consulting.com](mailto:info@workbench-consulting.com).