



PEREGRINE

GLOBAL SERVICES

July 2025

Summary

Position: Financial Administrator

Reports To: Director of Finance

Type of Employment: Salaried, Exempt

Grade Level:

Benefits: Full Time with Benefits

Job Description:

Under the general supervision of the Director of Finance, the Financial Administrator plays a vital role in supporting the daily financial operations of Peregrine Global Services. This position is responsible for executing essential bookkeeping tasks, managing accounts payable and receivable, maintaining accurate financial records, and assisting with the preparation of financial reports and audits.

As a key contributor to the Finance Team, the Financial Administrator ensures the integrity of financial data, supports internal and external communications related to financial matters, and helps safeguard sensitive information. This role also provides technical and administrative support in implementing financial policies and procedures, while collaborating with clients and internal teams to resolve inquiries and ensure a smooth financial workflow.

Attention to detail, strong organizational and communication skills, and a solid understanding of accounting principles are essential for success in this role. The Financial Administrator must be capable of managing multiple priorities while maintaining accuracy, efficiency, and confidentiality in a dynamic and service-driven environment.

Key Responsibilities

- Prepare and issue customer invoices; manage accounts receivable to ensure timely payments and effective collections.
- Process accounts payable by entering vendor bills for review and payment authorization by the Director of Finance.
- Review and reconcile financial accounts to ensure accuracy and identify discrepancies for resolution.
- Accurately record daily sales and financial transactions in accordance with company procedures.

- Collect, organize, and archive receipts and financial documentation for proper recordkeeping and audit readiness.
- Collaborate with clients and internal teams to address financial inquiries and provide responsive support.
- Input financial data, maintain detailed records, and generate reports to support internal financial tracking and analysis.
- Monitor financial activities to identify potential risks or fraudulent activity, maintaining strict confidentiality of sensitive information.
- Assist in the development and implementation of financial policies, procedures, and internal control measures.
- Participate in special projects, support internal and external audits, and contribute to continuous process improvement initiatives.

Desired Competencies

- Prepare and send customer invoices; manage accounts receivable processes to ensure timely payment and follow-up on outstanding balances.
- Process accounts payable by entering vendor bills for review and approval by the Director of Finance.
- Review and reconcile financial accounts regularly, identifying and resolving discrepancies to maintain accurate records.
- Record daily sales and financial transactions with precision, ensuring compliance with internal accounting procedures.
- Collect, organize, and archive receipts and supporting documentation to maintain accurate financial records.
- Respond to financial inquiries by collaborating with clients and internal teams, providing accurate and timely support.
- Enter financial data, maintain up-to-date records, and generate standard and custom financial reports as needed.
- Assist in monitoring financial risks and fraudulent activity; maintain strict confidentiality of sensitive financial information.
- Support the development, documentation, and implementation of financial policies, procedures, and internal control systems.
- Contribute to special projects, assist with financial audits, and participate in process improvement initiatives as assigned.

Work Environment/Physical Demands

This position operates in both a professional office environment, routinely utilizing standard office equipment and technology. The role is a combination of sedentary and physical activity. It requires prolonged periods of sitting and standing.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Position Type

This is a full-time position. Monday through Friday, 8 am-5 pm, with occasional extended hours as needed to meet client support needs.

Supervisory Responsibility

None

Travel

Attend conferences and meetings as assigned and agreed upon. Travel is limited for this position and will be approximately 1-3 times per year.

Required Education and Experience

- High school diploma or equivalent.
- Previous experience in business, finance, accounting, or related field.
- Understanding of accounting and financial principles, budgeting and forecasting.

Preferred Education and Experience

- Associates degree, or equivalent years' experience, in business, finance, accounting or a related field.

Additional Eligibility Qualifications

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

This position description was approved TBD
