



BUSINESS ADMINISTRATION SPECIALIST

Dovetail Cultural Resource Group (Dovetail) is a woman-owned cultural resource management firm headquartered in Fredericksburg, Virginia, with an office in Wilmington, Delaware, serving the greater Mid-Atlantic region. We strive to foster an atmosphere of thorough communication and diligent research, empowering staff relationships with each other, our clients, and our preservation partners to best assist our clients in navigating the cultural resource compliance process and achieving their preservation goals.

Dovetail is currently accepting applications for a full-time Business Administration Specialist in our Virginia office. The Business Administration Specialist provides direct support to the management team to facilitate the day-to-day administrative oversight of the company, primarily in areas related to company finances and the accounting and project management database. Responsibilities also extend to benefits administration; coordination with other administrative and technical staff; and data-gathering and interpretation to support company decision-making and long-term strategy development, as needed. Salary will be commensurate with experience. Benefits include paid vacation, sick leave, and holidays; group medical and dental insurance; 401k plan with matching; and an annual professional development stipend.

Job responsibilities include, but are not limited to:

- Performing administration tasks in the project management and accounting software, including data entry, project setup and closing, basic staff assistance such as password resets, and general quality control
- Recognizing, analyzing, and interpreting financial and operational statistics, trends, and patterns to measure company performance and process efficacy, and providing data to management to support decision making
- Day-to-day administration of benefits programs, including medical and dental insurance, workers compensation insurance, 401k, and paid leave programs
- Assisting management and outside accountants with tax and audit preparation, particularly the annual audit of company overhead for compliance with Federal Acquisition Regulation (FAR), in coordination with Dovetail's Operations Manager and Financial Assistant
- Providing support for accounts payable and accounts receivable tasks performed by the Financial Assistant, including invoice review and overseeing follow-up on accounts receivable
- Providing backup and assistance to other administrative staff, and support to management, as needed

Minimum qualifications and critical competencies:

- Bachelor's or higher degree in Business Administration, Accounting, or a related field, **OR** an Associate's degree in a related field with at least five years of experience related to the responsibilities of this position **OR** a Bachelor's in an unrelated field with a combination of equivalent coursework and experience
- At least two years of experience in a similar role
- Experience with enterprise resource planning software preferred, particularly Deltek Ajera or similar, though experience with other types of accounting and/or project management systems will certainly be considered
- Excellent analytical skills, including the knowledge and ability to perform cost-benefit analyses to inform management decisions
- Strong decision-making and problem-solving skills, as well as demonstrated experience using a solutions-oriented approach to problem solving
- Demonstrated organizational abilities and attention to detail
- Proven ability to work both independently and as part of a team
- Demonstrated leadership skills, including a professional demeanor and the ability to build rapport with staff
- Excellent written and oral communication skills, including accuracy, effectiveness, and timeliness

Please submit a cover letter, curriculum vitae/resume, salary requirements, and three references to Nicki Sauvageau at nsauvageau@dovetailrg.com. Any questions may be directed to Ms. Sauvageau by email or at (540) 899-9170. Interviews will be conducted virtually.

Dovetail is an Equal Opportunity Employer.