



Business Operations Coordinator

Orion is seeking a detail-oriented and motivated Business Operations Coordinator to support the firm's financial and administrative operations. This role is hands-on and responsible for carrying out the essential day-to-day business functions that keep projects running smoothly — including subcontracts, project setup, invoicing, accounts payable/receivable, payroll entry, and administrative support.

KEY RESPONSIBILITIES

Subcontracts & Project Administration

- Assist with preparing and issuing subconsultant agreements and work orders.
- Set up new projects, tasks, budgets, and billing structures in Ajera.
- Ensure contract payment terms (i.e. lump sum, T&M, OH rates, billing rates) are reflected accurately in the Ajera project setup and invoicing.

Invoicing, Accounts Receivable, and Reconciliation

- Prepare monthly client invoices, including backup documentation.
- Track client receipts and follow up on outstanding invoices.
- Support monthly reconciliation processes.
- Accounts Payable & Vendor/Subconsultant Management
- Maintain vendor/sub records (COI's, W-9s).
- Process vendor and subconsultant invoices and ensure timely approvals and payments.
- Verify subconsultant billing accuracy against subconsultant agreements.
- Prepare payment requests and maintain AP records.

Financial Operations

- Assist with Hawai'i GET reporting.
- Perform bank and revenue reconciliation.
- Support month-end and year-end reporting.

Payroll & Timesheet Operations

- Review timesheets and expense reports for accuracy.
- Perform payroll data entry and coordinate with payroll services.

Licensing, Compliance & Administrative Support

- Assist with insurance certificates and vendor setup forms.

Compensation

- **Commensurate with experience**