

Position Announcement – Administrative Officer

Company: RedCastle Resources, Inc.

Title: Administrative Officer

Location: Salt Lake City, Utah

Application Deadline: Open till filled

Position Starts: As soon as practical

Company Background:

RedCastle Resources is a small, employee-friendly company that provides geospatial and information technology support to natural resource management agencies throughout the country and around the world. We specialize in the analysis of remote sensing and other geospatial data, focusing on technical expertise and communicating with natural resource managers and other subject matter experts. The majority of our staff provide support through contracts with the USDA Forest Service, Geospatial Technology Applications Center (GTAC). GTAC is a national center of excellence within the USDA Forest Service, which assists National Forests, Regional and Washington Offices, Research, International Programs, and other federal agencies by using advanced geospatial data and technology for improved mapping, inventorying, and monitoring of natural resources.

Position Description:

This position is a corporate management position providing support and expertise in the areas of human resources, finance, and accounting. RedCastle Resources currently employs 73 employees, all still working remotely within 12 states, the majority of whom reside in Utah. This position will be an onsite position within the corporate office in downtown Salt Lake City, overseeing the administrative functions of the organization and partnering with the top officers of the company in strategic planning and decision-making.

The role of this individual will be to oversee and manage the following functions:

- All human resources functions to include recruitment, compensation, employee relations, legal compliance, benefits administration and management training;
- Serve as the point of contact for all employees in navigating company websites, benefit portals, and outside support resources and providing timely and accurate information to employees as necessary to ensure full information in the offerings of the company;
- Oversee and assist with the payroll processing using ADP as the payroll provider;
- Oversee and provide expertise with the Enterprise Resource Planning (ERP) system (Deltek's Costpoint program), in the areas of billing, financial records, accounting management, timekeeping and project tracking and reporting;
- Manage the documentation of company processes and records to ensure legal compliance as a government contractor;
- Serve as advocate of all employees while serving as an agent of management to ensure fair and consistent treatment of both staff and management while complying with all Federal Acquisition Regulations (FARs) and state and federal labor laws.

Required competencies for this position include

- At least 7 years experience showing expertise and knowledge in all areas of human resources;
- MA/MS/MBA in a related area (business, accounting, finance, human resources, industrial relations), including the Senior Professional in Human Resources (SPHR) credential;
- General understanding of accounting principles and fundamentals with at least two years

- experience working directly with accounting;
- General understanding of finance including money management and strategic practices;
- Excellent communication skills to include experience writing policies and procedures, handbooks and training guides; experience giving oral presentations and conducting employee training;
- Strong attention to detail and willingness to take on new projects and explore new technologies in support of improving the administrative operations of the company;
- Proficiency with Acrobat Pro and Photoshop;
- Competency working in Microsoft Office environment (Outlook, Word, Excel, PowerPoint).

Desired competencies for this position include

- Familiarity with ADP as a payroll provider and ADP Comprehensive Services/Workforce Now as an individual program;
- Familiarity working with Deltek's Costpoint ERP;
- Experience working with a government contractor and familiarity with Federal Acquisition Regulations (FARs) and the System for Award Management (SAM).

The successful candidate is expected to be self-motivated, have demonstrated initiative, be able to work independently and also as part of a team, be able to collaborate with both staff and management, and be adaptable to changing priorities. Salary will be commensurate with qualifications and experience. This position offers a generous benefits package which includes health, dental, and vision insurance; life and LTD insurance; 401k retirement program and profit sharing; paid vacation, sick leave and holidays. To apply, submit resume using the link below:

[Submit Application](#)

RedCastle Resources, Inc. is an equal opportunity employer