



POSITION: OFFICE MANAGER/BOOKKEEPER
RATE: COMMENSURATE WITH EXPERIENCE
STATUS: EXEMPT
REPORTS TO: GENERAL MANAGER

KEY RESPONSIBILITIES

- Assist owner in scheduling meetings and travel arrangements.
- Maintain Company calendar showing jobs and dates jobs will be performed.
- Monitor the production staff and work outputs.
- Verify hours in the timekeeping system and assist in processing payroll in QuickBooks. Report hours to vendors, where required.
- Prepare union benefit reports.
- Maintain personnel files.
- Coordinate new employee paperwork, orientation.
- Coordinate project deliverables.
- Assist in accounting tasks, including invoicing and vendor invoice review and entry into QuickBooks.
- Work with insurance company for annual renewal.
- Answer phones and relay messages.
- Perform additional duties as required by supervisor.

PREFERRED SKILLS

- Three plus years' experience in a similar office setting.
- Excellent written and verbal communications skills
- Strong knowledge of QuickBooks software, Excel, and Word.
- Dependability is a must.
- Ability to use discretion when dealing with confidential information.
- Must be flexible and willing to take on new task if needed.
- Ability to multitask.
- Exceptional attention to detail.