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## ***JOB DESCRIPTION - OFFICE MANAGER***

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**DEPARTMENT:** Management & Administration

**JOB TITLE:** Office Manager

**REPORTS TO:** Vice-President

**PURPOSE:** The purpose of this job is to maintain and control all general ledger accounts and prepare financial reports. Additionally, manages office personnel ensuring that office operations are consistently performed in an accurate and timely manner.

### **JOB DUTIES:**

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#### General Ledger/Finance Duties:

- Maintains payroll records, compiling information for the preparation of monthly and year-end reports.
- Prepares quarterly payroll tax reports.
- Records wire transfers on a timely basis.
- Maintains, updates, and balances cash receipt spreadsheet to computer generated spreadsheet.
- Balances Company bank statements on a monthly basis.
- Records monthly journal entries, adjusting journal entries, monitors and balances general ledger accounts.
- Prepares balance sheet and profit and loss statements on a monthly basis.
- Researches the reasonableness of accounting transactions, particularly those transactions where dollar amounts are different than expected.

#### Personnel Duties:

- Assists with hiring and training of office personnel.
- Supervises office employees and workflow, re-distributing work as necessary to ensure quality job performance and compliance of mandated deadlines.
- Maintains personnel files with pertinent information.
- Provides employees with benefit information and is a resource for employees with questions on eligibility, completing applications, answering questions, etc.
- Assists injured employees with workers' compensation claims, ensuring the first report is filed timely, answers questions, etc.

## **JOB DUTIES (Continued):**

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### Administrative Duties:

- Maintains an adequate amount of office supplies, contacting, and ordering supplies from vendors, as necessary.
- Receives supplies, verifies quantities ordered, and properly stores items.
- Maintains and updates various spreadsheets, such as, but not limited to; sick time, leaves of absences, wire transfers, Company owned equipment, personnel seniority list, etc.
- Approves pre-paid checks, as necessary.
- Operates vehicle while on Company business performing bank transactions or to drop off outgoing mail to the post office.

## **JOB REQUIREMENTS:**

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1. Knowledge of basic accounting principles and the ability to perform complex mathematical calculations.
2. Knowledge of accounting procedures as well as federal, state, and local rules and regulations.
3. Ability to learn terminology used in the industry and apply this knowledge in the performance of job duties.
4. Ability to maintain a high level of confidentiality, relating to all duties and responsibilities such as payroll, finance, personnel records, or other confidential documents.
5. Knowledge of benefits programs and the ability to administer and communicate benefits programs.
6. Ability to communicate effectively with company personnel/management and foster communication throughout the office.
7. Excellent management skills and the ability to deal effectively with people.
8. Ability to communicate in both oral and written forms.
9. Ability to operate all office equipment required to accomplish job duties such as computers, typewriters, fax machines, copiers, calculators, and telephones.
10. Ability to travel on Company business in a variety of weather conditions.
11. Ability to provide assistance and support to other work related areas as required.
12. Ability to remain calm and professional during peak periods of activity.
13. Ability to comply with all work related deadlines.
14. Knowledge of organizational methods and the ability to manage multiple tasks/duties simultaneously.
15. Ability to work daily and extended hours as needed.

## **BASIC PHYSICAL REQUIREMENTS:**

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Approximate: 8-Hour Day (may be longer during peak season)

<b>Key:</b>	Occasional	=	0% to 33%	N/A = Not Applicable
	Frequent	=	34% to 66%	
	Continuous	=	67% to 100%	
Standing				Occasional
Sitting				Continuous
Walking				Occasional
Bending/Kneeling/Crouching/Stooping				Occasional
Reaching Above Shoulder				Occasional
Climbing (stairs, ladders, etc.)				N/A
<b>Working on Heights:</b>				
Unprotected Heights				N/A
Protected Heights				N/A
Lifting Weights from 1 to 20 Pounds				Occasional
Push/Pull/Maneuver Equipment/Products/Materials Weighing from 1 to 50 Pounds				Occasional
Being Around and/or Operating Moving Machinery/Equipment				N/A
Operating a Vehicle (as a part of your job)				Occasional
Read/Monitor Gauges on Various Equipment/Machinery				N/A
<b>Hand Movements:</b>				
Recording Data				Frequent
Operating Office Equipment				Continuous
Operating Computer				Continuous
Simple Grasping (right and left)				Continuous
Firm Grasping (right and left)				Continuous
Fine Manipulating (right and left)				Continuous
Foot Movements to Operate Foot Controls				N/A
<b>Vision:</b> Good Vision, Corrected to Normal; or Ability to Access Required Information and to Perform Job Duties				YES
<b>Color Definition Required:</b>				NO
<b>Hearing:</b> Good Hearing, Corrected to Normal; or Ability to Communicate/Understand Required Information and to Perform Job Duties				YES
<b>Mobility:</b> Ability to be mobile throughout required work areas.				
Office				Continuous
Multiple Locations				Occasional
Plant				N/A
Equipment/Maintenance or Repair Area				Occasional
Rough Terrain				N/A
Other				N/A

## **BASIC MENTAL REQUIREMENTS**

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This job requires the mental capabilities to analyze and reconcile statements and accounts utilizing calculating abilities. Furthermore, this job requires excellent oral and written communication skills in managing office personnel, resources, and providing all necessary reports.

## **WORKING CONDITIONS AND EXPOSURES:**

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General office working conditions exist, including periods of extended computer work and extended hours during peak periods of activity.

## **TRAINING:**

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Employee handbook and on-the-job training, provided.

## **JOB QUALIFICATIONS:**

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Education	High School Diploma or G.E.D. required. Accounting Degree, preferred.
Experience	Minimum of 3 years of accounting experience is required. Supervisory experience, helpful.

"Note: This is not necessarily an exhaustive list of the job duties and requirements associated with this job, but is intended to represent an accurate reflection of the current job."

## ***JOB DESCRIPTION ACKNOWLEDGEMENT***

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Job Title: Office Manager

YES \_\_\_\_ NO \_\_\_\_ I have been provided a copy of the job description, or the job functions have been explained to me.

YES \_\_\_\_ NO \_\_\_\_ I understand the requirements of this job.

YES \_\_\_\_ NO \_\_\_\_ I understand that this job description is not necessarily an exhaustive list of the job duties and requirements associated with this job, but rather is intended to represent an accurate reflection of the current job. Furthermore, management reserves the right to add, delete, and/or modify any of the job duties or requirements at any time.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature