



## POSITION TITLE: OFFICE AND ACCOUNTING MANAGER

Reports To: President/VP

### Position Summary

The Office and Accounting Manager is a self-directed position responsible for managing the activities of the office and overall general accounting functions. Responsible for providing a wide range of office management and support to the company. Will oversee, implement and maintain accounting systems, bookkeeping, and office procedures and policies. This position ensures accurate record keeping and organization related to any business compliances and financial data, and acts as liaison between the company, government, customers, vendors and CPAs as needed.

### Essential Duties and Responsibilities

The essential functions include, but are not limited to the following:

- Managing overall administrative activities for the office
- Maintaining confidentiality of sensitive and confidential information
- Participating and overseeing a wide range of company projects and events
- Assigning and auditing the work of the financial team to develop, implement and/or maintain one or a combination of generally accepted accounting systems
- Overseeing basic Accounting procedures (A/R, A/P, time billing, P/R, G/L, tax payments and inventory control)
- Assigning and auditing accounting work to others as needed
- Managing financial statement preparation, month end and quarterly and yearly closing
- Monitoring and reviewing all record of assets, liabilities, and other financial transitions
- Serving as company liaison with auditors, bank, accountants, etc.

- Performing all basic accounting procedures, financial statement preparation, month end closing, journal entries and general ledger maintenance, inventory roll forwards, fixed assets and margin analysis; preparing supporting schedules for financial statements preparation
- Overseeing communicating with customers to address any past due invoices on their account and providing weekly status updates to management on concerns
- Ensuring all active projects are covered by valid, binding contracts
- Perform analysis of Chart of Accounts regularly by ensuring period end is run daily and monitoring period end Review Sheet
- Witness to HR related or personal meetings with employees when needed
- Running Payroll and overseeing all related data including garnishments, PTO, overtime, and time clocking system.
- Keeping current on Insurances for employees and company.
- Making sure garnishments are accurate and legal.
- Help new employees with onboarding and ensuring completion and accuracy of employee files.
- Utilize HR Consultants to keep proper documentation on all employee concerns or complaints
- Help unlock and lock Office
- Maintain an organized and clean workspace.
- Attend and contribute to the leadership meetings.
- Performing other work-related duties as assigned
- Support company leadership with travel arrangements, calendaring, expense reports, etc.
- Organizing maintenance companies to keep the office clean and safe and ensure environment is in good working order
- Overseeing office and cleaning supplies to ensure regular business needs are met.
- Ensuring compliance with company policies, including health and safety policies, and data protection laws

### Minimum Qualifications (Skills and Abilities)

- Associates degree in Business Administration; Bachelors preferred
- Previous experience as an office manager or supervisor
- Must be well organized with strong attention to detail
- 5 years bookkeeping or accounting experience in similar environment

- Thorough knowledge of general accounting
- Strong leadership and proven supervisory skills
- Ability to develop and maintain strong client relationships
- Complete online courses for Accounting in QBO and Misys
- Demonstrated mentoring, coaching, and organizational administrative skills required
- Exceptional independent analytical and problem-solving abilities
- Ability to work and interact with department and client organizations
- Strong computer aptitude, including expertise with Microsoft Excel and Word as well as applicable accounting software (ex: QBO, Misys)
- Ability to work independently while managing multiple projects and deadlines
- Embody Core Values of Company

## Physical Demands and Work Environment

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions.

While performing the duties of this position, the employee is regularly required to talk or hear. The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls. The employee is required to stand; walk; sit; and reach with hands and arms. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this position include close vision, distance vision, peripheral vision, and the ability to adjust focus. The noise level in the work environment is usually low to moderate.

**Note:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or

abilities. This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.

**Reviewed with employee by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

**Received and accepted by**

**Signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Title:** \_\_\_\_\_  
\_\_\_\_\_

**Date:**

The company is an Equal Opportunity Employer, drug-free workplace, and complies with ADA regulations as applicable.