



Office Manager

Responsibilities and Duties:

- Oversee and execute daily business financial and accounting functions including but not limited to
 - All payroll functions
 - Paying of company taxes, work with tax agency's as needed for audit or company purposes
 - Paying of all employee garnishments
 - Handle end of year employee and tax forms
 - Cost assigning of vendor bills in accounting system
 - Review of all credit card and vendor statements for accuracy
 - Managing and updating of accounts receivable including all invoicing, tracking, investigating and settling of overdue accounts
 - Cost tracking of inventory and job assigning. Help set up inventory practices (I.E...buying in bulk and shop tracking inventory that would be reported back into accounting system)
 - Managing and execution of accounts payable including tracking vendor bills, working with vendor terms to balance cash on hand and keeping balances current, make determination on prioritizing of AP payments. Work with PM's on applying bills to jobs and accuracy of costs.
 - Reconcile other quickbook accounts at years end before sending company file to accountant (I.E...payroll liabilities, AP, AR,)
 - Work with bank statements and balance checking monthly, submit monthly borrowing certificates, submit financials quarterly to bank
 - Work with JDR accountant on year-end tax needs
 - Processing and paying of union benefits and payments. Work with unions as needed for audit purposes
- Oversee and execute office manager functions including but not limited to
 - New employee set ups
 - New job set ups in Quickbooks and for PM's
 - Maintaining company and employee records
 - Help organize company outings and parties
 - Manage office supplies stock
 - Execute all company pre-qualifications
 - Obtain COL's as needed (PM's can also do this)



- Fill out and keep records of annual OSHA 300's
- Managing of employee safety training records
- Separate paint vendor bills and save in server job folders
- Manage and file mail
- Assist with project manager needs
- Manage and send in project specific reporting
- Help set up new employees with required online training for specific projects

Work shift:

- Minimum of 40 hours. 7AM-4PM; Monday- Friday

Compensation Package:

- Starting \$65,000 annual salary
- Bonus potential
- 40 paid time off hours first year, 16 PTO each year after.

QUALIFICATIONS/REQUIREMENTS

- Min of 5 years of experience in bookkeeping/accounting or related field
- Min of 5 years of experience in office management or related field
- Advanced degree in accounting or related field
- Must have Quickbooks experience and all functions of company and payroll
- Experience with union contracting reporting a plus

Apply online at our website www.jdrpaintingllc.com

OR

Send resume to Jason@jdrpaintingllc.com with subject line "Office Manger Position"

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