

Office Manager/Executive Assistant

Overview

Performs a full range of Office Management, Human Resources, Payroll, Administrative and Accounting Tasks as well as secretarial functions for the CEO; relieves executive staff of routine administrative details. This position requires in-depth knowledge of company practice, structure, and a high degree of technical skills in overall office functions. The ideal candidate will have a strong background in accounting and office administration, excellent customer service skills and be able to multi-task and fill different roles as needed.

Requirements

- Proficient in all Microsoft Office programs: Word, Excel, Power Point, Outlook; must be able to create and format documents and spreadsheets with no guidance or instruction
- Extremely proficient in QuickBooks. Must have several years of experience accounting in QuickBooks and be familiar with ALL aspects and capabilities of the program. Experience with Contractor's Edition 8.0 is desirable.
- At least 2 years experience working in an office environment performing a variety of administrative tasks
- Prior management or supervisory experience a plus
- Excellent customer service and phone skills
- General knowledge of office machines and troubleshooting practices
- Possession of a vehicle, a valid California driver license and current vehicle insurance is mandatory
- Ability to fulfill all responsibilities listed below

Responsibilities

- Accounts Payable: processing invoices, entering into QuickBooks, properly accounting expenses, cutting checks and processing to be mailed; managing assets and liabilities
- Accounts Receivable: weekly billing, receiving payments and properly applying to invoices in QuickBooks, managing all invoice and contract adjustments, customer credits, refunds, managing all outstanding invoices and making collection calls or preparing collection letters if necessary
- Banking: verifying accuracy of banking transactions, managing cash flow, reconciling monthly account statements in QuickBooks, making monthly journal entries to track interest income, depositing accounts receivable, ensuring that all deposits and handwritten checks are properly entered in QuickBooks, preparing cash flow forecasts and monthly and yearly budget reports
- Customer Service: answering phones, taking messages and routing incoming calls, scheduling customer appointments, managing new client inquiries including scheduling consultations and preparing necessary new client documents
- Executive Assistant: managing calendar, scheduling meetings, screening calls and taking messages, preparing documents and reports as requested
- Contracts: calculating draw schedules and preparing Design Proposal Contracts and Construction Contracts
- Data Entry: tracking customer leads and referrals, tracking number of contracts received as a percentage of consultations provided, tracking budget estimated versus budget actual
- Filing: maintaining all employee, vendor and accounts payable files
- Human Resources: managing all employee files, ensuring all employee information is current, maintaining employee handbook, processing time off requests and tracking accrued paid time off, tracking all employee absences, managing health, dental, auto and Aflac insurance and maintaining relations with all insurance companies to serve as a liaison between employee and company, managing all other employee benefits including tool allowance, IRA contributions, etc; developing and enforcing company policies; maintaining general liability insurance and worker's compensation insurance; preparing hiring and termination documents
- Office Inventory: maintaining furniture, equipment, machines, computers, etc; monitoring office supply inventory and placing orders
- Mail: processing all incoming and outgoing mail, ordering stamps and making trips to the post office when necessary.

- Marketing: assisting the CEO and graphic designer with implementing marketing strategies
- Payroll: ensuring time cards are submitted in a timely manner and that payroll is processed accurately; creating journal entries with all time to jobs and payroll deductions; entering all field production hours to properly calculate worker's compensation dues
- Reports: analyzing wages, P&L, job costing, cash flow, work in progress, etc.
- Social Coordinator: planning company dinners, outings and parties; planning any events hosted by the company
- Subcontractors: keeping all subcontractor files up to date, preparing and filing 1099s, managing insurance information
- Taxes: tracking and paying quarterly estimated taxes, preparing necessary tax information for accountants
- Uniforms: ordering and maintaining inventory
- Web Page: sending updates to web designer and making corrections
- Year End: transferring and storing files, year-end tax preparation, sending W-2s, preparing and filing 1099s, preparing all documents for worker's compensation audit

Behavioral Requirements

- Strong multi-tasking ability.
- Strong leadership and motivational skills.
- Excellent verbal and written communication skills.
- Strong analytical skills.
- Good time management.
- Team player with the ability to work independently.

Physical Requirements

- While performing the duties of this job, the employee is regularly required to use hand and arms to perform repetitive motions; to sit, talk and/or hear. Specific vision abilities required by this job include close vision.
- The ability to travel up to 5% of the time.

Work Environment

- Frequently subjected to interruptions, multiple calls and inquires.

Benefits

- Medical, Dental, Aflac, company sponsored retirement plan
- Compensation based upon work experience

Please fax or email resume and work experience to Jenna at:

jenna@morseremodeling.com

Fax: 530-756-4667