

OFFICE MANAGER

Position Description

- Manage day-to-day accounting and financial records by establishing accounts, posting transactions and ensuring compliance with State and Federal filing requirements
- Coordinate employee benefit enrollment, provide employees with benefit assistance and information, manage insurance plans, and maintain employee files

Reports To

- Corporate Officers

Relationship to Others

- Support member for the Surveying and Engineering Staff

Financial Management Responsibilities

- Maintain subsidiary accounts by verifying, allocating, and posting transactions
- Balance subsidiary accounts by reconciling entries
- Maintain general ledger by transferring subsidiary account summaries
- Balance general ledger by preparing a trial balance and reconciling entries
- Maintain historical records by filing documents
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Comply with federal, state, and local legal requirements by studying requirements, enforcing adherence to requirements, filing reports, and advising Officer on needed actions
- Prepare draft and final invoices using QuickBooks and/or BigTime (or other) software for Engineering and assist Receptionist with invoicing Surveying Jobs
- Interact with Corporate Accountant to establish a chart of accounts and provide financial data necessary for State and Federal tax filings
- Prepare 1099 and W-2 forms
- Process payroll every two weeks either in-house or through a third-party vendor
- Maintain employee payroll records
- Prepare statements of accounts and follow up with clients on past-due balances
- Prepare and file mandated annual reports for the 401(k) retirement plan

Benefits Plan and Policy Responsibilities

- Provide new employees with an explanation of benefits and instruct them on enrollment and administrative procedures
- Administer COBRA, LOAs, FMLA usage and other issues as required by Corporate policies and legal requirements
- Assist employees with enrolling in medical, dental and vision insurance plans
- Inform employees of changes to benefit plans and policies
- Resolve employee issues with insurance providers and other benefits administrators
- Consult with employees about eligibility and other issues
- Review and ensure payroll deductions are credited properly to participant

OFFICE MANAGER(Continued)

Administrative Responsibilities

- Review daily timesheet entries and synchronize between QuickBooks and BigTime
- Type proposals, confidential correspondence and transmittal letters
- Open new Engineering jobs and assist Administrative Assistant with setting up Surveying jobs by assigning job numbers, creating job cost record sheets, and adding information to QuickBooks, Big Time and Job Management Programs
- Prepare Engineering invoices and assist Administrative Assistant with Surveying Invoices using QuickBooks and BigTime
- Attend Officer meetings when requested and take meeting minutes
- Request and track certificates of insurance for projects
- Prepare Professional Liability Insurance applications

Office Assistance Responsibilities

Assist Administrative Assistant with:

- Welcoming clients and visitors to the office
- Receiving and directing phone calls to office staff
- Picking up mail at the downtown USPS; sorting, date stamping and distributing mail
- Ordering general office supplies and printing supplies for the Xerox printer and large format plotter
- Placing service calls for maintenance and repair of the printer and plotter equipment
- Printing copies of maps for staff or clients from PDF files or paper originals
- Assisting all staff with mail and special delivery processing

Authority/Supervisory Responsibilities

- Oversee timesheet entry and invoice preparation activities of the Administrative Assistant(s)

Personal Qualities

- Confidentiality, excellent organizational skills and accuracy
- Good customer relations
- Solid, clear verbal and written communication skills
- Able to work with and support all office staff
- Receptive to new ideas and concepts
- Responsible to employer
- Self-motivated

Experience/Education Guidelines

- Associates degree in related field is preferable
- Competent with MS Word and Excel software
- Proficient with QuickBooks Premier Professional Services software
- Experience with time sheet entry software similar to BigTime

