

## **OFFICE MANAGER/HUMAN RESOURCES/ACCOUNTING**

### **Definition:**

Works with minimal supervision to meet the state, federal and office requirements for all employees. An employee in this class must maintain a high level of confidentiality while performing the duties of payroll clerk, administrative assistant, human resources manager, bookkeeper and supervision of receptionist and A/R clerk

### **Duties:**

- Administrative support for principals
- Semi-monthly payroll as well as related monthly, quarterly and annual reports
- Maintenance of personnel files including report of hire, submission of medical/dental/vision enrollment applications. Tracking of employee anniversary dates as related to insurance, vacation, profit sharing , etc. eligibility
- Availability for questions/concerns of employees regarding insurance benefits, vacation availability, cafeteria plan receipts and reimbursements, payroll deductions, etc.
- Full charge of Accounts Payable payments, reports, reconciliation
- Tracking of annual assets acquisition; reporting to County tax collector
- Maintenance of bank accounts
- Charge of medical, life, long term disability, workers comp, 401(k) and cafeteria plan deductions, census reports, updates and related questions
- Contact for Insurance Agents and Profit Sharing/401(k) plans Administrator and Accountant
- Monthly accounting reports to Agencies for Workers Compensation and Long Term Disability
- Financial Statements for Accountant's review
- Operate and administer employee safety programs
- Promote and facilitate "family" atmosphere
  - coordinate events
  - employee recognition program

### **Qualifications:**

Experience/ Education/Knowledge

Minimum two years bookkeeping experience with high school or higher education. Working knowledge of financial data reporting and reconciling. Requires multi-tasking with frequent interruptions.

Physical Demands: This is an office position that requires only minimal walking, filing and light lifting. Some local travel is required. Possession of a valid California Driver License and clean DMV report.

**Salary:** \$37,440 – \$52,000

## **ACCOUNTS RECEIVABLE CLERK/RECEPTIONIST**

### **Definition:**

Works with minimal supervision to perform the task of entering billable project hours and expenses. Creates invoices on a monthly basis according to Project Managers' requests based on generated billing reports.

### **Duties:**

- Computer Data Entry
- Using TimeSlips Software enter projects' monthly time and expenses
- Enter cash receipts on a daily basis to the monthly check report
- When charges and payments have been entered for the month, generate current billing reports for Project Managers' approval
- Print Invoices and mail to clients
- Make collection calls on past due accounts
- Generate A/R reports as requested by Project Managers
- Perform Receptionist duties of answering telephones and assisting clients each afternoon

### **Qualifications:**

Experience/Education/Knowledge

Basic accounting knowledge a must with Accounts Receivable experience preferred. High School graduate or higher education.

Physical Demands: This is an office position that requires only minimal walking, filing and lifting.

**Salary:** \$27,040 - \$37,440

## **RECEPTIONIST (1/2 TIME POSITION)**

### **Definition:**

Works under minimal supervision routing incoming telephone calls and doing data entry. An employee in this class must be able to multi-task and work with frequent interruptions.

### **Duties:**

- Answer multiple telephone lines in a personable, professional manner
- Process incoming and outgoing mail
- Data entry of accounts payable invoices using QuickBooks software
- Completion of bank deposits as requested
- Inventory and ordering of office supplies

### **Qualifications:**

Experience/Education/Knowledge

Experience answering telephones a must. Knowledge of accounts payable and QuickBooks software preferred but not required. Familiarity with general office procedures and enjoy working with the public is necessary.

Physical Demands: Work is performed inside the office. Lifting of items less than 10 pounds occasionally required when distributing mail and storing office supplies.

**Salary:** \$10 - \$13 Hourly