

Job Title: Office Manager/Bookkeeper**Business: Pet Waste Removal Services****Job Summary:**

We are looking for a skilled Office Manager/Bookkeeper to perform a variety of accounting, bookkeeping and administrative tasks. The person filling this position will be directly assisting the owner in all aspects of business operations. Optimal applicant will have a desire to assist in and/or learn about running all areas of this small business.

Primary bookkeeping responsibilities include keeping financial records updated and preparing reports. Applicant must be adept at Quickbooks and processing business transactions. A successful bookkeeper should be familiar with all normal accounting procedures and have a flair for numbers. Ultimately, a successful bookkeeper will ensure that the company's daily accounting functions run accurately and effectively.

Applicant will also assume the duties of and assist in office management in order to optimize workflow procedures in the office. A successful office manager will assist colleagues by supporting them with planning and distributing information. Our new office manager will be the point of reference for all queries, requests or issues and will be an integral part of the company's workforce.

Candidates for this position would have a blended work schedule with both in-office and remote work duties. Remote work consists primarily of fielding business calls outside of the office and possibly light computer work.

Major Functions:

- ◇ Provide accounting and management support
- ◇ Accurately prepare and maintain accounting documents and records
- ◇ Answering phone calls and redirect them when necessary
- ◇ Managing the daily/weekly/monthly agenda and arrange new meetings and appointments
- ◇ File and update contact information of employees, customers, customer routes, suppliers and external partners
- ◇ Support and facilitate the completion of regular business reports
- ◇ Prepare bank deposits
- ◇ Daily entry of key data of financial transactions in database
- ◇ Research, track and restore accounting or documentation problems and discrepancies
- ◇ Inform management and compile reports/summaries on activity areas

Other Functions:

- ◇ Preparing and disseminating correspondence
- ◇ Develop and maintain a filing system

- ◇ Provide assistance and support to company personnel
- ◇ Deposit checks at the bank
- ◇ Checking P.O. Box
- ◇ Availability to work at events as promotional representative and help with the set up
- ◇ Update/maintain presence and follow up with customer response on Social Media including Facebook, Google Business, Yelp and others platforms
- ◇ Self-motivated professional growth - constantly update job knowledge
- ◇ Be willing and available to help co-workers in the field whenever an emergency arises

Required Skills:

- ◇ Bilingual – Spanish & English
- ◇ Proven work experience as a manager, secretary or administrative assistant
- ◇ Familiarity with office organization and optimization techniques
- ◇ High degree of multi-tasking and time management capability
- ◇ Excellent professional communication skills, both written and verbal
- ◇ Integrity and professionalism
- ◇ Proficiency in Quickbooks and MS Office programs
- ◇ Accuracy and attention to detail
- ◇ Self-motivated and well organized with professional demeanor

Qualifications:

- ◇ High school degree
- ◇ Associate's degree or relevant certification is a plus

Working Conditions:

Normal Office environment

Term:

Full-time position, with both in-office and remote (work from home) duties.

Salary:

Starting salary of \$35,000 per year for applicants fulfilling job requirements. In the first few years, we will offer bi-annual performance reviews with the potential for salary increases based on performance. Adjustments could be made for an applicant who does not possess all skills yet, but is highly-motivated to learn – determined on a case-by-case basis.

We are looking for people who live close to 290 and 610 - Northwest part of town.