



“Raising the Quality Standards”

OFFICE MANAGER POSITION

JOB DESCRIPTION

Amaracon is looking for an office manager to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills, and accuracy are important qualifications for this position, as well as good customer relations and the ability to communicate clearly. The ideal candidate for this position is a skilled multi-tasker, is reliable and is committed to consistently meeting deadlines.

JOB REQUIREMENTS

Amaracon’s office manager will be responsible for running payroll bi-weekly. In addition, the office manager will be responsible for invoicing clients, payment of expenses, and follow up with clients for requisitions.

In addition, the office manager will coordinate the daily schedules with dispatch.

The office manager will welcome new staff to the company and help with the onboarding process including set up with computer/phone, and company documentation and orientation with new training videos.

This role will coordinate often with the president to determine new opportunities to bid upcoming projects and coordinate new certification tests and training with staff.

To attend weekly management meetings with management, VP, and president

PRIOR EXPERIENCE AND SKILLS

The office manager will have two plus years of prior experience with payroll, accounts receivable and payable

Experience with data entry, record keeping and computer operation

Proficiency in Microsoft Office

Some knowledge of quickbooks or similar accounting software is required

Experience in services related to payroll such as writing checks and submitting payroll taxes