

Job Description

Position: Bookkeeper/Office Manager

Report to: CEO

Job summary:

Bookkeeper/Office Manager must understand and promote the "Mission." Bookkeeper/Office Manager should be a team player and aware of the general workings of each department. Must have vast knowledge of QuickBooks in order to track and record the financial transactions and records of a company. Plan and prioritize tasks and projects set by CEO guidelines. By using independent judgment, will determine appropriate methods and proper procedures working closely with CEO in completing tasks.

Essential Functions:

1. Manages all aspects of financial responsibilities such as:
 - Accounts Receivable
 - Accounts Payable
 - Payroll
 - Financial Reports
 - Budget
 - General Ledger
2. Human Resource skills and knowledge
3. Market: Potential grant writing and fundraising investment
4. Website: Monitor and edit website per needs of CEO and departments
5. Committee: Serve on committees as needed. (Air Show, Fostering the Team, Safety, Advance Development, etc.)
6. Prepare new budget based on good management principles. Budget is delegated to departments and then entered to computer for future reporting
7. Coordinate, prioritize, and complete administrative tasks and projects including but not limited to:
 - When asked create and compose office legal/technical/confidential information
 - Policy and procedures, manual and handbook upgrades
 - Plan, coordinate and assist in Department Head annual reviews
 - Maintain and coordinate calendars through Outlook Calendar
8. Plan, coordinate, oversee, and assist in implementation of organizational projects and functions in the area of risk management, corporate compliance, licensure, and administrative credentialing
9. Perform other duties as assigned by the CEO

Qualifications:

- Have a valid driver's license
- College degree preferred
- HR skills
- Accounting, payroll and finance
- Fluent in QuickBooks

- Knowledge of office administrator responsibilities, systems and procedures
- Proficiency in MS Office (MS Excel and MS Outlook, in particular)
- Hands on experience with office machines (e.g. fax machines and printers)
- Time management skills and ability to multi-task and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Organizational and planning skills
- Financial analytical skills
- Administrative skills
- Interpersonal soft skill: communication, listening and empathy, creative thinking, work ethic, teamwork, networking, decision making, positivity, motivation, flexibility, problem-solving, critical thinking, and conflict

STATEMENT OF UNDERSTANDING:

I have read the above job description and understand the requirements of the job. I understand Rock of Ages is committed to being a good place to work, and to live and to receive care; that change will certainly be a part of the future and no guarantee of employment can be made by anyone except formal action of the Board of Directors. I accept the position of Bookkeeper/Office Manager, I agree to perform all my duties and responsibilities to the best of my ability, consistent with the values of the Rock of Ages.

Staff Name: _____ Date: _____

(Created 05/2018)