



## Office Manager Job Description

**Department(s)** Office

**Reports to** Roger Duval

### Job Summary

Responsible for the organization and coordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. Support all accounts payable and receivable functions. Watch over and sets up all customer accounts. Submit payment for all invoices due. Help resolve any issues with customers and vendors.

### Summary of essential Job functions

☒ Invoicing customers for JEFCO

- ☐ Reviewing the Unfinished Billing Report daily
- ☐ Send out customer statements at end of month
- ☐ Responsible for the past due accounts receivable report
- ☐ Entering accounts receivable and deposit transmittal
- ☐ Entering prospective customers and processing credit applications for new customers
- ☐ Entering of accounts payable

☒ On Wednesday morning, highlight invoices to be paid on accounts payable report.

- ☐ Pull invoices to be paid which were highlighted on the accounts payable report.
- ☐ Stuffing and mailing of accounts payable after cutting the weekly accounts payable.
- ☐ Scanning and saving of accounts payable
- ☐ Responsible for the filing of the customer job packets and the complete organization of this paperwork
- ☐ Responsible for the filing of the accounts receivable and the complete organization of this paperwork.
- ☐ New vendor set-up
- ☐ Processing credit card transactions
- ☐ Responsible for monthly reports to the company accountant – invoices received with previous month's date and sales tax spreadsheet
- ☐ Close month end in conjunction with daily duties
- ☐ Close out completed customer jobs
- ☐ Reconcile the company credit card.
- ☐ Tracking of vendor returns
- ☐ Advertising

### Summary of secondary Job functions

- ☐ Printing of timecards for shop and the weekly timecards for the front office employees
- ☐ On Wednesday morning, highlight invoices to be paid on accounts payable report.
- ☐ Opening and distributing of mail



- ☐ Responsible for the updating of the phone ext. list, chain of command and # of employees Help
- ☐ with handling of shipment inquires and requests of paper trail - pack slips, bills of lading, proof of delivery, etc. from Shift Supervisors, Sales or customers Completing the Time Adjustment
- ☐ Sheets Entering of Accounts Payable for temp employees
- ☐ Perform other duties as assigned by management
- ☐

### Qualifications required

- ☐ Business Administration with an emphasis in Accounting Degree or equivalent
- ☐ High school diploma with a number of years administrative and supervisory experience
- ☐ Confident with IT and the basic office software packages (Word, Excel, PowerPoint etc).
- ☐ Excellent administration skills
- ☐ Answering and resolving queries accurately, in a courteous and confident manner
- ☐ Dealing professionally with all correspondence, complaints and queries
- ☐ Knowledge of accounting, data and administrative management practices and procedures
- ☐ Knowledge of clerical practices and procedures
- ☐ Knowledge of human resources management practices and procedures
- ☐ Knowledge of business and management principles
- ☐ Setting up new and effective systems and processes

### Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities as requested by management.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_