

Position: Office Manager

Location: Grand Junction, CO

Pay Rate: \$20.00/Hour

Grisier, Bussey and Kaper, CPAs is looking for an analytic and organized Office Manager. As Office Manager you will prepare invoices, resolve accounts payable issues, update and reconcile the general ledger, and manage accounts receivable. There is opportunity for career growth within this dynamic team. Located in Grand Junction, Colorado, the Office Manager will be a long-term, full-time contract position with a great schedule (M – Th during the off-season and M-F during tax season).

Responsibilities:

- Verify, log and send checks, including facilitating special handling
- Handle customer and vendor needs regarding Accounts Receivable and Accounts Payable
- Manage vendor invoices
- Organize, register, scan and file client invoices, checks and other documents
- Provide internal and external audit assistance as required
- Run monthly reports as needed
- Prepare and send quarterly client statements
- Process and assemble tax return folios
- Track e-file status with the IRS
- Support Reception with office projects and coverage
- Review timecards, reconcile wages, overtime, and other types of pay with accuracy and compliance
- Make independent decisions as needed
- Maintain personnel files and Human Resource documentation as required by law and company policy
- Comply with policies while carrying out daily processes and controls accurately and on time

Requirements:

- Must have reliable transportation
- Observant, accurate and able to thrive in a fast-paced environment
- Demonstrated communication, service, and interpersonal skills
- Foundational knowledge in email correspondence
- Solid understanding of QuickBooks and Microsoft 365 (particularly Excel)
- Skilled in numeric data entry
- 2+ years' experience in an A/P role preferred
- AA or BS/BA degree in Accounting, Business, or similar preferred