



LANDMARK STAFFING

Position: Office Manager/ Bookkeeper

Location: Grand Junction, CO

Type: Full Time; 8:00 a.m. - 5:00 p.m. Monday - Friday

Wage: \$20.00 - \$23.00 / hour

Job Responsibilities:

- **Responsible for opening and closing facility**
- **Checking any phone messages, and forwarding to necessary parties as needed.**
- **Maintain email correspondences**
- **Order and maintain inventory of office supplies**

Subcontractors

- **Ensure subcontractors certificates of insurance and other documents are up to date**
- **Request new subcontractors insurance certificates and maintain their W9 forms**
- **Perform Work Compliance Audits on subcontractors**
- **Remind subcontractors when insurance policies are up for renewal**
- **Maintain records and complete vehicle and equipment additions and deletions**
- **Verify driver identification for company vehicles**

Clerical Tasks:

- **Answering phone calls, forwarding phone calls/messages to necessary parties.**
- **Updating job lists, vendor lists, and maintaining and organizing all files.**
- **Assist manager with onboarding for new hires including processing paperwork, reviewing handbook and safety manual, setting up login information for new hires, and data entry for new hires contact information.**
- **General office duties such as, filing, scanning, printing, and making copies**
- **Issuing job information packets to supervisor or project coordinator prior to job set up & start date.**

Accounting Tasks:

- **Enter and file invoices, cost codes, and print/mail checks**
- **Match purchasing orders to invoices**
- **Issue checks to vendors**
- **Work closely with Accountant and CEO**
- **Oversee bi-weekly payroll and payroll tax deposits**
- **Verify and enter timecards**
- **Print checks and enter deductions**
- **Pay payroll taxes and child support**



LANDMARK STAFFING

- **Act as a liaison between Accountant, CFO, and supervisors**
- **Set up new Jobs in system**
- **Prepare all necessary forms for billing and double check all data entered. Make changes as needed.**
- **Review billing information and reports with CEO**
- **Post all Accounts Receivables into system**
- **Perform regular audits of jobs and accounts**
- **Reconcile accounts monthly and close books annually**
- **Perform Bank and Credit Card Reconciliations**
- **Call past due accounts and request payments; refer clients to CEO as needed**
- **All other duties as assigned.**

Job Requirements:

- **3 years of experience in Accounting and Payroll**
- **3 years of experience in QuickBooks**
- **Degree in Accounting, Business or similar**
- **Prior knowledge of tax preparation**
- **Must be computer literate**
- **Must be able to maintain company confidentiality between clients**
- **Background Check required**
- **Excellent Customer Service Skills**