



LANDMARK STAFFING

Position: Office Manager

Location: Grand Junction, CO

Type: Full Time

Wage: \$18.00 - \$20.00/ hour DOE

Job Responsibilities:

- **Clerical**
 - Open & Close facilities; check messages, inventory office supplies, etc.
 - Ensure subcontractors certificates of insurance & other documents are up to date.
 - Request insurance certificates & maintain W9 form
 - Work Comp Audits
 - Policy Renewal
 - Vehicle & equipment additions/deletions
 - Verify Driver identification
 - Daily clerical tasks such as but not limited to; answering and forwarding necessary phone calls, maintaining copies, updating job list, and vendors, maintain and organize all files.
 - Assist in onboarding for new hires including paperwork, reviewing handbook & safety manual, set up long in information and maintain all contact information.
 - Issue job information packets to supervisor or project coordinator prior to job set up & start date.
- **Accounts Payable**
 - Enter & file invoices, cost codes, match purchasing orders, print & mail checks
 - Issue checks to vendors
 - Work closely with accountant & CEO
 - Oversee bi-weekly payroll and payroll tax deposits
 - Verify and enter timecards
 - Print checks and enter deductions
 - Pay payroll taxes & child support
- **Account Receivable**
 - Act as Liaison between Accountant, CFO, & supervisors
 - Set up jobs in system
 - Prepare all necessary forms for billing; double check all data entered & make changes as needed
 - Review billing with CEO
 - Post AR into system
 - Audit on jobs & accounts
 - Month & year end; close books
 - Bank & credit card reconciliations
 - Call past due accounts & request payments; refer clients to CEO if needed
 - All other duties as assigned



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Job Requirements:

- 1-2 years' experience in Accounting & Payroll
- Previous experience with QuickBooks software
- General knowledge of tax preparation
- Must be computer literate
- Must be able to maintain company confidentiality between clients