



LANDMARK STAFFING

Position: Office Manager
Location: Grand Junction, CO
Type: Full Time
Wage: \$18.00 - \$22.00/ hour

Job Responsibilities:

Clerical -

- **Open & Close facilities; check messages, inventory office supplies, etc.**
- **Daily clerical tasks such as but not limited to; answering and forwarding necessary phone calls, maintain copies, update job list, phone list, and vendors, maintain and organize all files**
- **Assist in onboarding for new hires including paperwork, reviewing handbook & safety manual, set up login information and maintain all contact information.**
- **Issue job information packets to supervisor or project coordinator prior to job set up & start date.**
- **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**

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 & payroll tax deposits**
 - **Verify and enter timecards**
 - **Print checks and enter deductions**
 - **Pay payroll taxes & child support**

Accounts Receivable -

- **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**
- **Act as Liaison between Accountant, CFO, & Supervisors**
 - **Set up Jobs in system**



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- **Prepare all necessary forms for billing; double check all data entered & make changes as needed**
- **Review billing with CEO**
- **Post AR into system**
- **All other duties assigned**

Job Requirements:

- **2 years of experience in Accounting & Payroll**
- **Previous experience with Sage Software (Strongly preferred)**
- **General knowledge of tax preparation**
- **Must be computer literate**
- **Must be able to maintain company confidentiality between clients**