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| Job Title | Office Manager | |
| Company | DRC | |
| Work/FLSA Status | Full Time | |
| Reports To | GM | |
| Direct Reports | 1 Administrative Asst | |
| *Job Purpose* | The Office Manager is responsible for working with the General Manager handling administrative, organizational and accounting assistance. | |
| *Primary Duties and Responsibilities:*   * Compile and aggregate data from multiple sources to provide * Assist with budget and daily deposits and credit card processing * Assist in billing/invoicing and Aging reports/collections * Accounts Receivable and payroll processing * Set up new jobs, scheduling crews * Ordering and coordinating delivery of materials * Identify solutions to discrepancies in financial records * Review key business process designs to improve expediency, efficiency, and quality while ensuring compliance with regulations and industry best practices * Develop and maintain a culture of transparency, collaboration, feedback, and excellence, ensuring a positive and productive work environment * Assist team with various tasks as needed * Conduct all business in accordance with the established policies and procedures * Support and abide by the values of the company * Other duties as assigned   Requirements:   * 2+ year’s experience in accounting, A/R background * SAGE use preferred * Advanced Excel skills; experience building financial models, automating reports, and aggregating, cleaning, and analyzing large/complex financial and operational data sets | | |
| *Knowledge, Skills and/or Abilities* | | * Great communication skills * Critical Thinker – intuition to pick up phone, ask why and respond promptly to questions * Problem Solver – take ownership, resolve and communicate with team * Team Player – willing to complete processing tasks, no matter the task * The ideal candidate for this role will have demonstrated proficiency in both business strategic leadership and technical know-how; either of these without the other is insufficient for this role * Prior C-Level exposure and familiarity working in a high-growth environment preferred * Self-motivated contributor, with the ability to operate independently to drive results in a fast-paced environment * Experience learning new systems and tools and proactively looking for opportunities to create operational efficiencies with existing processes * Data-based decision-maker, driving recommendations through methodical analysis over gut/feel * Demonstrated sound judgment and comfort in leading strategic decision making, project prioritization, as well as financial and human capital allocation for privately backed organizations * Ideal candidate will highly value opportunity for professional growth and development and will have demonstrated ability to leave marked and lasting impact on organizations they’ve worked with in the past |
| *Experience/Education Requirements* | | * 2+ year’s experience in accounting, A/R background * SAGE use preferred * Advanced Excel skills; experience building financial models, automating reports, and aggregating, cleaning, and analyzing large/complex financial and operational data sets |
| *Working Conditions, Travel/Schedule expectations and Physical Demands:* | | * Work is performed primarily indoors * General technology as it relates to office administration * Regular business hours with additional hours required during certain periods     **Physical Demands:**    The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.    **Expected Hours of Work/Travel:**    Traditional work schedule is M-F, may include occasional evenings, weekends, and holidays to meet business needs.  Travel is primarily local during the business day, although some out-of-the-area and overnight travel may be expected.  *The physical demands are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.* |

*This is not an all-inclusive document. Additional duties, expectations, demands, etc. may be added or changed to this document on an as-needed basis in order to meet organizational needs.*