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## Office Manager Job Description

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### Summary

MYS seeks a collaborative, self-starting professional to provide administrative and bookkeeping support to a growing team in a supportive virtual office setting in the Las Vegas, NV area. Under the direct supervision of the company president, the applicant must have advanced knowledge of QuickBooks and Microsoft Office Products; experience with ADP management is a plus. The candidate is expected to make meaningful contributions to the virtual team through strong internal customer service.

### Essential Functions & Competencies

- General bookkeeping
- AR/AP with active follow-up on delinquent invoices
- Review and process employee/contractor expense reimbursements
- Audit and process health reimbursement payouts
- Administer Healthy Living & Communication programs
- Client Invoicing & communication
- Bank and credit card statement reconciliation
- Tracking and processing vendor payments
- Managing corporate credit cards
- In-kind donation process management and reporting
- Prepare financial reports for CPA to complete State and Federal tax forms
- Track quarterly, semi-annual, and annual tax payments
- Process regular and special payrolls
- Year-End tracking and address verification for W2, W3, and 1099 Forms
- Maintain and Monitor QSE HRA Program
- General Employee Relations
- Manage, organize, and maintain internal files and folders
- Maintain equipment and software tracking tools
- Populate formal templates (contracts, agreements, changes)
- Track insurance requirements
- Liaise with CPA to review bookkeeping and financial strategies
- General administrative and company errands

### Required Experience & Education

- Advanced knowledge of QuickBooks Online (QBO)
- Advanced proficiency with Microsoft Office
- Associate Degree
- A minimum of 2 years of experience

## Preferred Experience & Education

- Proficiency within ADP products
- Proficient knowledge of SharePoint
- Bachelor's degree
- 5+ years of experience

## Position Prerequisites

- Financial background check
- Bookkeeping skill test
- QuickBooks Online skill test

## Supervisory Responsibility

This position has no supervisory responsibilities.

## Work Environment

- This job operates in a virtual office environment.
- Employee must have a dedicated workspace with no distractions or competing duties.
- Employee will be equipped with necessary office equipment to perform duties.
- Job must be performed during standard business hours (Pacific Time).
- Employee must have reliable transportation.
- Company offers competitive benefits include Health Care Reimbursement, Wellness Program, Communication Reimbursement, and matching 401k.
- Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Physical Demands

This is largely a sedentary role; however, the ability to lift up to 40lbs may be required.

## Position Type and Expected Hours of Work

This is a salaried position. All work must be completed during normal business hours (8:00am-5:00pm PT).

## Travel

Position requires up to 10% travel. Also expected to run weekly business errands and attend in-person client meetings as COVID-19 regulations permit.

## Work Authorization

Authorization to work in the United States.