

JOB DESCRIPTION

OFFICE MANAGER/BOOKKEEPER

Hello, *thank you* for your consideration.

WilsonEnv is a Santa Barbara-based, multi award-winning full-service landscape design, construction and maintenance company, based in Santa Barbara since 2005.

We are actively hiring for a key team member: whom will assist keeping our small but mighty ship on track with the critical administrative functions, most importantly AP, AR, and payroll/taxes. While those consist of the bulk of the responsibilities, there are plenty of other needs and requirements to round out the position. The books are kept utilizing QuickBooks Contractors Pro, Desktop. We encourage continual education and growth, and would love if you would grow with us!

1. **Position description:** The Bookkeeper/ Office Manager must have working knowledge of Quickbooks Desktop (Contractors-Pro), AP, Payroll and AR. This includes basic Company financial accounting and human resource (HR) administration. This includes, but is not limited to most aspects of bookkeeping and basic accounting; finance & administration; budgeting; and HR compliance. The Office Manager must display ability to direct field staff's inputs, & other office staff (as the Company grows) on a daily basis while creating a professional & cordial company office atmosphere. Basic information technology (IT) operations, while not required, including Web upkeep and basic Graphics would be a lovely plus.

2. **Reports to:** The Office Manager reports directly to the **CEO/Owner**.

3. **Skill set and education requirements:** The Office Manager must possess the following skill set and education background.

- Minimum of five years' experience as a full-charge bookkeeper,
- Quickbooks Desktop proficiency a must, Contractors Pro Edition,
- Able to create an atmosphere of cooperation and professionalism,
- Positive, enjoyable attitude and desire to be happy while proficient,

- Basic IT knowledge of office equipment, computer hardware and relevant software,
- Have experience in HR related areas,
- Possess excellent oral and written communications skills,
- Proficient in MS Word, Excel, budgeting, e-mail use and QuickBooks,
- Proficient in typing and capable of typing 50 WPM with less than three mistakes,



- Able to negotiate effectively with insurance personnel.

4. Responsibilities:

- Thoroughly understands and complies with company policies, procedures and SOPs,
- Supervises / oversees all bookkeeping functions to include: AR, AP, GL, PR, bank and credit card reconciliation, payroll reporting to governmental agencies; JE/AJE's, etc. and that tasks are completed in a timely manner and on schedule.
- Supervises / oversees all administrative functions, as needed

- Ensures that office receives all paperwork & information from the field staff on a timely basis,
- Ensures that completed job cost reports are completed on time & disseminated properly,
- Assists with / oversees basic HR functions,

- Thoroughly familiar with (can quickly learn) applicable procedures for departments with which their department interacts (Construction, Maintenance, Consulting/Design),
- Answers telephone, transcribes leads, calls back leads as requested,
- Complies with workers' compensation insurance reporting procedures, as needed,

- Maintains and inputs all personnel payroll records,
- Maintains and updates all personnel records and reports,
- If you can maintain the website, updating it with current photos, news, and articles = a plus,

- If you can perform some computer graphics for marketing/advertising = a plus,

- Writes, maintains and updates SOPs (standard operating procedures),
- Coordinates with company CPA to prepare financials and taxes at year end,
- Reviews and renews company insurance policies annually (General liability; Auto and Workers Comp,
- Reviews and renews company licenses and bonding policies annually (or biannually as required),
- Calendars reminders for renewal of all certificates, subscriptions, DIR, etc.
- Maintains office with required supplies and functioning equipment,
- Researches, evaluates and implements IT systems / software for company, as needed,

- Prepares and coordinates annual corporate minutes meeting with CEO,
- Hires, trains, evaluates, supervises and fires, any support staff under their supervision, as needed/occurs,

- Continuing Company-supported education requirement minimum of 20 hours per year,



5. Scheduling & Location: To start, there is a solid 20 hours per week and likely 25 to 30 hours per week. Depending upon your skill set, abilities and desires, this work load could increase up to full time within a year or less. The work generally occurs in the Company's quiet, secure office and the timing is flexible. Some work (graphics, web) could occur offsite.

6. Hourly Wage: Commensurate with experience (\$25 to \$35).

7. Success factors: While there are several key desired qualities of the Bookkeeper/Office Manager, accurately and efficiently performing Bookkeeping operations is the most critical. Diplomatic and positive Human Relations skills are also critical, including interacting with both Company personnel as well as outside people (clients, agents, vendors).

While the computer IT experience, as well as graphics experience is far from critical, it would be a plus. If you do not possess substantive experience with basic computer graphics and office related software, then it is preferred that you have the ability and desire to quickly learn use of these programs. Hourly wage is dependent upon these factors.

8. The hidden job description: Since this is a small, but growing company, you are best suited to thrive in this position if you:

- Are self-motivated, self-disciplined and can work alone,
- Enjoy working with and communicating with other people,
- Enjoy and seek to be part of a dynamic team,
- Look forward to learning, self-growth and career growth opportunities,
- Are not afraid of deadlines and perform well under sometimes moderate pressure,
- Appreciate mission of and core values of the company,
- Take pride in your work and success of the entire team.

9. To apply: Please visit Company website (www.WilsonEnv.net) to learn more about where we are and where we are headed. Download application from the website.

Will you be part of our growing, award-winning team?

We look forward to hearing from you !

Job Types: Full-time, Part-time

Pay: \$25.00 - \$35.00 per hour

