

## Office Manager – Payroll Expert with Accounting Skills

With over 26 years of success in the construction transportation industry R.L. Cole Ent., Inc, is seeking an energetic and detail oriented early career professional to join our team. We are searching for financially savvy Office Manager w/ strong accounting skills. 401k matching benefits.

This position includes all aspects of managing payroll, accounts receivable & accounts payable utilizing Foundation software and general administrative duties.

- Strong grasp of payroll management
- Working knowledge of Foundation software
- Computer savvy with proficiency in MS office applications (Outlook, Excel, and Word)
- Working knowledge in accounting and job costing
- Highly organized, accurate, detail oriented, and able to multi-task
- Strong communication and interpersonal skills
- Excellent phone and customer service
- Resourceful and competent – ability to accomplish tasks without assistance and sees tasks through completion
- Be proactive and have problem solving skills
- Ability to quickly and efficiently learn new software, forms and documents
- Dependable, reliable and punctual

### **Duties and Responsibilities include:**

- Full cycle Accounts Receivable – Code and create customer invoices, contact customers, resolve concerns
- Accounts Payable support – Code and enter vendor expense invoices, check runs, contact vendors, resolve concerns
- Full cycle Payroll – prepare, enter, and file weekly
- Discussing new projects with president and dispatcher as needed for clarity with billing.
- Responsible to verify New Hire paperwork for employees, audit employee files
- Complete/renew credit applications for vendors/suppliers
- Work with the CPA
- Assist in month-end and year-end closings and preparation of journal entries and various roll forwards as needed
- Enhance company efficiencies and maintain internal financial controls and procedures
- Involvement with city, county and state certifications applications and renewals
- Assist with setup and maintaining accurate Broker records with current insurances, agreements, profile and W-9s
- Sort and post customer payments (checks, and ACH) via accounting software
- Prepare bank deposits
- Prepare Pre-bid packages for the estimating department
- Support the management as needed on the annual financial review /audit as well as third party examinations; (Bank, Workers Compensation, etc.)

### **EXPERIENCE:**

- Bachelor's degree in business administration, finance, accounting, computer information systems or other related field (Required)
- Bookkeeping
- Foundation: (Desired)