Job Description
Revision Date: 4/6/2016

JOB TITLE: Office Manager/Bookkeeper-Full Charge
DEPARTMENT: Administration
FLSA STATUS: Exempt/Full-Time
REPORTS TO: Chief Executive Officer
SUPERVISES: Project Assistant

JOB SUMMARY:

Professional, Efficient, Responsive- Founded in 1974, Custom Engineering, Inc. offers mechanical, electrical and plumbing design services on a regional and national basis. Headquartered in Independence, MO, Custom Engineering is licensed in 43 states with branch offices in St. Louis, MO and Wichita, KS.

As a small business, Custom Engineering is able to offer the quality and efficiency expected from our clients. Custom Engineering designs systems for various facilities including retail, restaurant, healthcare, educational, corporate, governmental, hospitality, religious and industrial. We are currently seeking an Office Manager / Bookkeeper for our Kansas City Metro office.

Under general supervision, plans and oversees all fiscal/administrative support, human resources management, and office services for multiple offices. Duties include administrative support, purchasing, mail, bookkeeping, equipment maintenance, facilities, and/or other related functions. Directly participates in departmental administrative decision making; establishes, implements, and enforces office policies and procedures, and sets workflow priorities and standards. This position performs tasks which require advanced skills in organization and planning, in-depth knowledge invoicing procedures, general accounting procedures, and overall knowledge of business management. In addition, may provide direct, high-level administrative assistance to the CEO.

ESSENTIAL JOB FUNCTIONS:
The job functions listed below represent the essential job duties and responsibilities of the above listed position.

- Prepare financial statements and reports, including the profit and loss statement and balance sheet
- Monitor office supply levels and reorder as necessary
- Pay supplier invoices in a timely manner
- Pay any debt as it comes due for payment
- Monitor debt levels and compliance with debt covenants
- Issue invoices to customers
- Ensure that receivables are collected promptly
- Record cash receipts and make bank deposits
- Conduct a monthly reconciliation of every bank account
- Conduct periodic reconciliations of all accounts to ensure their accuracy
• Maintain the petty cash fund
• Issue financial statements to outside CPA
  o Provide information to the external accountant who creates the company’s financial statements
  o Assemble information for monthly reporting to accountant
• Maintain an orderly accounting filing system
• Comply with local, state, and federal government reporting requirements
• Process payroll in a timely manner through outside Payroll processing company
• Provide clerical and administrative support to management as requested
• Responsible for accounts payable and accounts receivable.
• Conducts new hire paperwork and orientation.
• Handles human resources recordkeeping
• Handles employee 410K/health benefits
• Project management reports
• Handles all organizational functions including United Way, Holiday parties, Bring Your Kid to Work Day, etc...
• Handles all recertification’s including engineering and MBE and DBE
• Backup receptionist and front desk duties
• Assist the President in the absence of Administrative Assistant
• Performs miscellaneous job-related duties as assigned

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

• Records maintenance skills.
• Ability to communicate effectively, both orally and in writing.
• Program planning and implementation skills.
• Knowledge of finance, accounting, budgeting, and cost control procedures.
• Knowledge of organization’s accounting procedures
• Ability to prepare routine administrative paperwork
• Ability to foster a cooperative work environment.
• Knowledge of management principles and practices.
• Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes.
• Ability to analyze and solve problems.
• Knowledge of tax reporting laws and regulations.
• Organizing and coordinating skills.
• Customer Service - Responds to requests for service and assistance; Meets commitments.
• Oral Communication - speaks clearly and professionally; Listens and gets clarification; Responds well to questions
  o Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy.
• Must be able to work in a fast-paced environment with demonstrated ability to juggle and prioritize multiple, competing tasks and demands and to seek supervisory assistance as appropriate.
• Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.
• Organizational Support – follows policies and procedures; completes administrative tasks correctly and on time; supports organization’s goals and values.
• Ability to speak in a professional manner with all employees, clients and vendors as required is essential; in person and on the phone.
• Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
• Ability to gather and analyze statistical data and generate reports.
• Ability to lead and train new employees on specific task.
• Receptionist skills.
• Ability to make administrative/procedural decisions and judgments.
• Knowledge of general accounting principles.
• Performs miscellaneous job-related duties as assigned.
• Proficient in Ajera or Deltek Financial Accounting Systems a plus

LICENSE, CERTIFICATES, OTHER
Ability to become notary

ADDITIONAL RESPONSIBILITIES:
• Demonstrates knowledge of, and supports, organization’s mission, vision, policies and procedures, operating instructions, and confidentiality standards.
• Other projects and responsibilities may be added at the organization’s discretion.

MINIMUM EDUCATION AND QUALIFICATIONS

• Bachelors Degree or comparable work experience.
• Minimum 3 years of directly related management expertise in financial administration, office administration and human resources.
• Business school, Associate’s degree or equivalent is a plus.
• Experience working at a consulting engineering firm a plus.