

JOB DESCRIPTION AND REQUIREMENTS

OFFICE MANAGER

JOB SUMMARY: Supervise the maintenance of customer accounts, billing, and files, as well as data entry for Payroll, Accounts Payable, and General Ledger. Will have primary responsibility for monthly financial statements, Board reports, tax reports, annual financial audit, fixed asset updates, the annual operating budget and collections.

JOB CLASSIFICATION: Full-time, Non-Exempt, Hourly Position.

SUPERVISION: Responsible to and under the direct supervision of the Manager.

EDUCATION/EXPERIENCE: Minimum of an Associate of Applied Science Degree in Business, Accounting, or similar discipline and five (5) years experience in a related position, or a high school diploma/GED and ten (10) years experience in a related position.

GENERAL JOB REQUIREMENTS:

- (a) Shall be familiar with Company Bylaws, Policies, rules, regulations, and procedures.
- (b) Stays informed of general Company issues and attends related training classes.
- (c) Strong financial and analytical skills. Must be proficient in the use of personal computers and programs including Microsoft Office Suite and general office equipment, and possess a thorough knowledge of general office practices and procedures.
- (d) Excellent skills in written and verbal communication, including English composition, spelling, grammar, and punctuation.
- (e) Must demonstrate honesty, integrity, confidentiality, dependability, and flexibility along with initiative and motivation to organize and complete tasks and meet deadlines, acting independently and with minimum supervision and direction.
- (f) Shall perform duties and assignments, and conduct self in such a manner as to reflect credit on the Company and contribute to increasingly better understanding and harmonious relations with customers and the general public.
- (g) A professional appearance is important along with excellent skills in human relations, with the ability to work as a team member.
- (h) Promotes and follows safe practices, procedures, and safety rules and participates in Safety Meetings whenever office personnel are required to participate.
- (i) Must be physically able to sit at a computer desk for long periods of time using repetitive hand/arm motion.

- (j) Must complete training in propane safety practices and be qualified to fill propane bottles within 90 days of hire date.
- (k) A valid driver's license in their state of residency is required.

JOB DUTIES:

- (a) Supervises the Bookkeeper/Customer Service Representative.
- (b) Oversees Accounts Payable activity and ensures its accuracy.
- (c) Maintains or supervises cash summary entries and makes money transfers as necessary.
- (d) Maintains or supervises daily accounts receivable receipts and sales postings to customer accounts.
- (e) Monitors accounts receivable for accuracy of reporting and is responsible for the timely and accurate preparation of monthly billing statements.
- (f) Monitors Budget Payment customers periodically and makes adjustments as necessary.
- (g) Monitors past due accounts, prepares bad debt write-offs, and makes collection efforts as necessary.
- (h) Maintains or supervises reconciliation of physical inventory monthly.
- (i) Prepares tax reports, including Payroll, sales, and personal property.
- (j) Prepares or supervises payroll semi-monthly and tracks accruals and anniversary dates.
- (k) Prepares or supervises monthly general journal entries and reconciles to subsidiary ledgers.
- (l) Prepares or supervises monthly financial statements and other miscellaneous reports for the Manager and/or Board of Directors to review.
- (m) Prepares annual operating budget report.
- (n) Prepares documentation required for annual financial audit and Corporate tax returns in July each year.
- (o) Prepares or supervises the preparation of weekly driver routing schedules and the transmission of data to drivers' tablet computers via internet.
- (p) Maintains Fixed Asset Schedules and calculates depreciation expense monthly.

- (q) Continually appraises the company's work flow for effectiveness and recommends and implements any approved changes.
- (r) Performs any other related duties as assigned.