



Job Title: Office Manager

Reports to: General Manager, dotted line to Controller

Hours: Full time

Position Purpose: Responsible for accounts receivable, accounts payable, customer invoicing, and office administration. Supports General Manager and Controller.

The job requirements include but are not limited to the following:

Core Value Expectations

- Actively pursue high character, high trust, and high performance personally, corporately, and in all aspects of the position
- Provide distinctive quality and unparalleled customer service both internally and externally
- Demonstrate and promote integrity, respect, and teamwork
- Invite others to help you grow through living authentically with nothing to prove, lose or hide
- Evidence humility by actively receiving teaching and mentoring

Primary Role Expectations

- Take a hands-on approach to accounts receivable and collections and resolving unpaid balances
- Daily responsibilities include accounts receivable cash posting, remote bank deposits, entering and coding accounts payable invoices, and general office functions, including ordering office supplies and general administrative tasks.
- Weekly responsibilities include account receivable collections, reconciling vendor statements, and assisting as needed with gathering information for payroll and general HR support.
- Monthly recurring responsibilities include customer invoicing, working with general manager and/or operations manager to put together packets to support customer invoicing, including as necessary, certificates of insurance, photos, etc, and supporting the accounting team with month-end closing processes and reconciliations
- Annual responsibilities include supporting the accounting team with annual company budget preparation, responding to audit and tax requests from external CPA firm, annual physical inventory count, and 1099s
- Responsible for providing timely and accurate financial reports to Ambassador Supply parent company and work collaboratively with Controller and parent company, Ambassador Supply

Qualifications:

- Have a minimum of 5 years of accounts receivable and accounts payable experience, preferably in the construction industry
 - Familiarity with AIA billings and comfortable with AR collections (preferred)
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Office Manager – Continental Components

- Strong interpersonal skills, ability to communicate and manage well at all levels of the company and with staff
- Strong problem-solving skills and the ability to exercise sound judgment and make decisions based on accurate and timely analysis
- High level of integrity and dependability with a strong sense of urgency and results oriented
- Proficient with Office Productivity Tools (Word, Excel, PowerPoint, Outlook) and ability to learn and use ERP systems
- Valid driver's license and record of the appropriate type and class to operate company vehicles

Physical Requirements:

- Walking, sitting, standing, bending, talking, hearing, seeing, and using hands to operate tools necessary for the job