

## Office Manager Position

If you are looking to grow your career in a fast-paced, friendly environment where your accomplishments never go unnoticed, this is the position for you. You will have opportunity to learn business and best business practices from the bottom up. You will be exposed to every aspect of the business in this highly visible position, and can be in charge of your own success with guidance where needed. We are a fast growing lighting, cabinets and window coverings company looking for the right candidate to align with our core values.

The general purpose of this position is to support the VP Finance in carrying out the responsibilities of the Finance/Accounting Department.

Duties will include, but are not limited to:

- Active participation in General Ledger monthly close and reconciliation of balance sheet accounts assigned
- Receivables and credit management for lighting department
- Manage office staff of 4 with goal setting, cross training, conducting meetings
- Perform such other accounting, financial, or administrative tasks as may be required

Skill Requirements:

- Minimum 2 years experience in construction industry: accounting, pay applications, lien laws, et al
- Ability to identify and resolve issues
- Implement processes for internal controls and error minimization
- Office management experience

We hire, fire, and promote based off of our core values, PUTTY:

- Problem Solver
- Urgency – finish with a sense of urgency
- Talk the talk, walk the walk
- Treat everyone like a customer
- You be the best you can be

What we offer:

- Full Time Position: Monday – Friday 8:30am-5:30 pm, with a willingness to work occasional overtime
- Medical insurance and retirement plan benefits after eligibility waiting period
- Competitive compensation with vacation and holiday pay