

Job Summary:

Our automotive shop is seeking an office manager experienced in bookkeeping and accounting to join our team. The successful candidate will be responsible for managing the day-to-day operations of our office, maintaining accurate financial records, and overseeing all accounting functions.

Key Responsibilities:

Manage and oversee daily office operations, including administrative tasks such as answering phones, scheduling appointments, and managing emails

Maintain accurate financial records using QuickBooks or other relevant software, including accounts payable, accounts receivable, and general ledger entries

Reconcile bank statements and credit card transactions on a monthly basis

Process and file sales and payroll tax returns as required by state and federal law

Onboarding new employees and HR

Payroll processing - bi-weekly

Provide timely and accurate financial information to management to support decision-making processes

Oversee accounts payable and accounts receivable, including managing vendor relationships, invoicing customers, and following up on overdue payments

Ensure compliance with all financial regulations and accounting standards

Managing office staff as needed

Other duties as assigned

Qualifications:

2+ years of experience in accounting, bookkeeping or related field

Proven experience in office management or administrative roles

Proficient in QuickBooks or other relevant accounting software

Strong knowledge of accounting principles and practices

Excellent communication and interpersonal skills

Highly organized and detail-oriented

Ability to manage multiple tasks and meet deadlines

Working Conditions:

The job opening is located in an office setting and requires the ability to sit, stand, and use a computer for extended periods of time. The position offers flexible hours and can be either full-time or part-time, Monday through Friday.

If you are an experienced and detail-oriented professional looking for an exciting opportunity in the automotive industry and want to work in a close-knit, family-operated business environment, we encourage you to apply for this position. Please submit your resume and cover letter for consideration at [Careers](#).