



Office Manager

Job description

Whitlock Building Services, (WBS) is a fast growing Commercial and Construction cleaning company located in Grapevine TX. We specialize in providing "9 & Above" Facility Support services! We are looking for an Office Manager to perform a variety of administrative tasks. The ideal candidate should have excellent oral and written communication skills and be able to organize their work. (Bi-lingual – Spanish a plus) If you're detail-oriented and a multi-tasker, we'd love to meet you!

Responsibilities:

- Prepare and examine accounting records, financial statements, taxes, and other financial reports
- Assist with monthly, quarterly, and yearly close procedures
- Manage all aspects of general ledger accounting
- Handle AR / AP while providing excellent customer service
- Job Costing, Job Tracking, Break Even Analysis
- Payroll / Commission Tracking
- Insurance Benefit and PTO tracking
- Create new processes to improve financial efficiency
- Investigate and resolve data errors consistent with standard accounting practice
- Maintain company fixed asset tracking and depreciation
- Manage and track license renewals, property tax payments, vendor setup, fixed asset setup, and use tax accruals
- Oversee monthly recurring invoicing
- Order office and janitorial supplies and keep inventory
- Partner with HR to update and maintain office policies as necessary
- Assist in the onboarding process for new hires
- Other administrative duties as assigned
- Plan in-house or off-site activities, like parties, celebrations and conferences

Requirements:

- Previous experience in construction accounting or other related fields preferred
- Fundamental knowledge of GAAP
- Proficient in QuickBooks Online and reporting tools
- Detail and deadline-oriented
- Strong analytical and problem-solving skills
- Strong computer skills, including Microsoft Office Suite (Outlook, Word and Excel, PowerPoint)
- Preferred associate accounting degree or equivalent experience

- Ability to work well in a team environment as well as alone on separate assignments and present a high level of professionalism
- Ability to communicate effectively in English (both verbal and written) - Bi-lingual a plus (Spanish)
- Ability to handle multiple tasks in a constantly changing environment
- Minimum 5 years' experience in bookkeeping

Job Type: Full-time

Pay: \$45,000.00 per year

Benefits:

- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Professional development assistance
- Vision insurance

Schedule:

- 8 hour shift
- Monday to Friday

Experience:

- Executive administrative support: 3 years (Required)
- Quickbooks
- Bookkeeping

Language:

- Bilingual in English/Spanish (Preferred)

Work Location: In person