

Job Description: Office Manager/Bookkeeper (full time)

US

[Guide Studio](#) develops branding, wayfinding, and communication tools to empower organizations to engage people, strengthen pride, and attract investment in their communities and public places. Our crew is a talented team of tenured designers, wayfinders, and communicators. We not only enjoy the work we do, but the places we support and the long-term partnerships that come with it. Our work and office culture are built on a spirit of ego-free collaboration, and we work hard to build long-lasting relationships with our clients.

YOU

Guide Studio is seeking an energetic professional who doesn't mind wearing multiple hats. Experienced in handling a wide range of administrative and executive support related tasks and able to work independently. Well organized, flexible and enjoys the administrative challenges of supporting an office of creatives.

Working closely with the President and Consulting Team, the Office Manager's primary responsibilities are to facilitate and implement general office activities that help others to do their jobs, keep the office running smoothly, and to create administrative efficiencies and processes that enable the team to be as productive as possible.

Essential duties and responsibilities include, but are not limited to:

Office Management

- Managing office operations and procedures by ensuring correspondences are controlled, filing systems are organized, designed well and maintained.
- Oversees adherence to company policies via established standards and procedures, measuring results against standard and recommending necessary adjustments.
- Maintains office space, equipment and supplies including communication with property management.
- Includes management and or execution of general office errands including but not limited to checking for messages and forwarding calls, mail distribution, general formatting, printing, and copying of administrative documents.
- Maintains company certifications and insurance policies, tracks dates of renewal and prepares renewal applications, requests certificates of insurance.

Finance

- Accounts Receivable responsibilities: Client setup and account maintenance. Compile and send out monthly project invoices. Process incoming payments via mail, ACH, and credit card processing. Assure timely collection of invoices due.
- Accounts Payable: Vendor setup and account maintenance. Process incoming invoices, print checks and handle vendor inquiries. Manage company/employee credit card accounts and vendor 1099 disbursements.
- Preparation of monthly, quarterly and annual financial reports, tax documents (calculate and file quarterly CAT Tax, State Sales/Use Tax), Job Schedules. Maintain the Fixed Asset and associated depreciation schedules. Month-end and yearly closure of accounting software. Prepares general ledger entries and maintain Chart of Accounts, records and files; reconciling accounts.
- Work with President and Consultants to prepare Annual Budget. Manage Annual Budget.
- Provide President with insights and recommendations as needed.

Human Resources

- Oversee and work with President/Leadership Team on the following aspects of Human Resources:
 - Monitor and maintain schedule of approved employee PTO.
 - Manage and maintain employee personnel files.
 - Provide payroll documentation to President semi-monthly and provide tabulation of non-salaried employee's timesheets.
 - Collaborate on annual reviews and updates to company policy and manuals, job descriptions, etc.
 - Perform onboarding and offboarding of Consulting Team Members with President and/or manager. Which includes, but is not limited to: Employee setup / termination and documentation, orientation, review of office policies, exit interviews, etc.
- Administer Employee Benefits and Annual Enrollment (Health, 401k)
 - Collaborate with outside small business organizations (COSE) for annual benefits review and recommendations. Present to President.
 - Assist consultant team with general questions concerning benefits and/or retirement plan.
 - Collaborate with President/Leadership Team on company policy and manuals, review and updates to employee job descriptions, etc.

- Coordinate and execute employee recognition programs and events including birthdays, service anniversaries, anniversary of company, holiday/annual, etc.
- Coordinate and execute continuing education opportunities and programs.

Project/Client Management Support

- Direct Weekly Planning Meetings. Update monthly invoicing projections.
- Serve as a client/vendor liaison on select projects or aspect of projects in support of the Project Manager.
 - Duties would include, but not be limited to client and vendor contact, schedule management, budget management, and project coordination with creative team.
 - Booking travel for project teams.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Two-year college or certificate program; or four to six years related experience and/or training; or equivalent combination of education and experience.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, and clients.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Candidates should be proficient in Quickbooks Online, Microsoft Office, and experience with Adobe Creative Suite a plus. We are a Mac based office.
- This job has no supervisory responsibilities.

US + YOU

At Guide Studio, all employees can learn and expand skill sets by working on various projects as well as taking advantage of educational resources, such as courses, webinars and conferences. We have an open and communicative culture where we champion each other and support and nurture career development.

Work Environment

Guide Studio conducts work virtually but maintains a physical collaboration space. This role is expected to work full time (35 – 40 hours per week) with some time in the physical office once per week.

Salary

Hourly Rate Range: \$19 - \$25 per hour*

Salary Range: \$40,000 — \$52,000 per year*

*Commensurate with experience and existing skill sets

If this sounds like a good fit for you, please apply through our website or email your cover letter and resume to jobs@guidestudio.com.

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Guide Studio is an Equal Opportunity Employer

This position involves moderate physical demands such as lifting, twisting, kneeling, climbing stairs, extended periods of sitting/computer usage and the ability to talk, hear and use the phone system.