

Westcott and Mapes, Inc.  
Job Description

**JOB TITLE: Office Administrator/Bookkeeper**

**SUMMARY:**

Part-time position working 20 to 25 hours a week for a 10 person professional engineering and land surveying corporation. Hours are flexible. Should be a quick learner who can perform their work with minimum supervision. Duties include bookkeeping, financial and human resources administration, and general office management services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- Maintains the company's bookkeeping files using the QuickBooks accounting program. Performs monthly invoicing, prepares weekly A/P and A/R reports, monthly financial reports, prepares bill payments for signature, and works closely with the private accounting firm serving the company. Also works with our payroll processing vendor.
- Provide human resources administration for the company. Act as the company's liaison with our various insurance and other benefits providers. Respond to employee requests for benefit forms and information. Maintain employee personnel records. Process new hires and terminations.
- Coordinate with the various vendors and suppliers providing services to the company such as office supplies and equipment, field and other supplies for our staff, software vendors, and our landlord.
- Administer and organize electronic data on our local network. Work closely with our IT vendor for operation and backup of our computer equipment and systems. Coordinate with our website vendors.
- Provide general office administration. Maintain company files, answer incoming calls on the main telephone line, monitor and order supplies as needed, monitor the condition of company equipment and recommend repairs or replacement, oversee and provide quality control for company correspondence, and provide recommendations to the owner regarding office operations.

**EDUCATION and/or EXPERIENCE:**

Minimum of a high school/GED diploma. Associate or Bachelor's degree is preferred. Experience using Microsoft Office and QuickBooks.