

Office Manager / Bookkeeper Monarch Media, Inc.

- Are you flexible, self-directed, and consider yourself an organizational guru?
- Do you have experience with bookkeeping and financial reporting?
- Are you highly detail-oriented?

Monarch Media is seeking a strategic, process-minded, and energetic individual who has experience managing an office and using QuickBooks for bookkeeping. The ideal person for this role will be able to wear multiple hats, track tasks, and be extremely organized. They will collaborate with the management team to develop and implement plans for the operational infrastructure of systems, processes, and personnel designed to accommodate the rapid growth objectives of our organization.

Duties include:

Bookkeeping

- Record all company transactions using QuickBooks and prepare monthly financial reports for Board
- Prepare invoices
- Reconcile bank statements and payroll records
- Process bills for payment
- Follow up on accounts receivable
- Review timesheets for completeness
- Make bank deposits

Administration

- Receive, scan, and file incoming contracts, documents, and letters
- Maintain a clean, safe, and secure office environment
- Maintain supplies and co-ordinate supply orders
- Assist with booking travel and arranging meetings
- Assist with special projects
- Data entry using various office software systems
- Set up for meetings
- Answer phones
- Contract administration

Communication

- Develop and maintain good working relationships with co-workers
- Communicate professionally and respectfully with clients, partners, and colleagues via email, IM, phone, and in person

Requirements

- Motivated and organized
- Enjoy working in an open, collaborative environment
- Highest ethics and ability to deal with confidential information and documentation
- Excellent customer-service skills
- A positive outlook and attitude
- Strong work ethic in a fast-paced dynamic work environment
- Very detail-oriented
- Ability to work with employees and managers at all levels
- Ability to learn quickly on the job and make sound decisions
- Self-aware and willing to adapt
- A two- or four-year college degree is preferred

Job Requirements

- Fully proficient with QuickBooks
- Fully proficient with Microsoft Word and Excel
- Able to work efficiently in the Mac OS environment
- At least one year of experience with bookkeeping

What Would Set You Apart

- CRM and/or project management system experience
- Database and budget tracking experience
- Start-up and/or tech company experience
- AV and IT equipment experience

About Us

Monarch Media, Inc., is a dynamic eLearning company that provides digital training and custom education solutions to its clients.

To Apply

Send the following to jobs@monarchmedia.com with a subject line of "Office Manager."

1. Your resume – either as a PDF format attachment or as plain text included in the body of the email
2. Your salary requirements

We will contact you within seven days to confirm receipt of your application.