



## Office Manager/Bookkeeper

**DESCRIPTION OF DUTIES:** Varied. Must be willing to do a variety of fun & challenging to mundane tasks including:

1. Support company president in client/project support and project coordination.
2. Support the company president, other WBS team members, and clients to ensure client project files, timelines, project tasks, event files and materials, travel logistics, and other project related details are prepared and kept current.
3. Support basic bookkeeping – A/R, entering receipts and select A/P.
4. Conduct project and client research as needed.
5. Manage packaging and shipping books and other products sold to vendors and customers
6. Support the president and other team members in preparing and proofing blog and social media posts, training and/or presentation materials – i.e., Word, pdfs, PowerPoint slide decks
7. Provide general administrative support as needed: answer telephones, run errands, run photocopies, bind training workbooks
8. Manage basic office logistics with service providers: Lawn service, snow plowing, copier repairs, payroll firm
9. Identify ways to continually *Make things easier and best utilize our technology & systems -- Do things once!*
10. Other duties as assigned to support the vision, mission, values & goals of the company

### **PREREQUISITE SKILLS:**

1. MUST BE RELIABLE, ORGANIZED & CONSCIENTIOUS!
2. Must be comfortable working independently and as part of a team within a professional environment.
3. Needs solid skills with PCs and cloud-based applications.
4. Needs solid skills (Intermediate to Advanced Level) with Microsoft Office: Outlook, Word, Excel, Publisher & PowerPoint.
5. Need solid skills with Google Docs and Google Drive.
6. Need solid basic bookkeeping and QuickBooks skills
7. Need to be able to create Excel spreadsheets for budget projections and project tracking.
8. Must be skilled with internet research and able to find solutions
9. Must have solid communication skills (i.e., able to know what to communicate to keep team members and clients informed, strong writing and editing skills)
10. Must be able to multi-task, work under pressure, and confidently share ideas.
11. Must have a valid driver's license and have your own transportation
12. Must be able to professionally, confidently, and clearly model "the brand" and represent Liz Weber & Weber Business Services, LLC - to clients.

**Non-Exempt, Part-time position: 15-20 Hours per week.**

***Send your cover letter, resume, and 1-minute video to:***  
***[info@WBSLLC.com](mailto:info@WBSLLC.com) explaining why you are the right person to join our team!***