



Jones Concrete & Excavation

PO Box 314, Milton-Freewater, OR 97862

541-310-3537

Job Description: Office Manager

Position:

Office Manager / Bookkeeper

Location:

Milton-Freewater, OR

Employment Type:

Full-time / On Location

Compensation:

\$25+ / Hr

Anticipated Start Date:

Position available January 2025 with a flexible start date for the right candidate.

About Us

Jones Concrete & Excavation is a locally owned and operated construction company specializing in concrete pouring, excavation, and related construction services. We pride ourselves on delivering high-quality work and maintaining strong relationships with our clients and the community. We are looking for a highly organized and motivated individual to join our team as an Office Manager, playing a vital role in supporting our operations.

Role Overview

The Office Manager will provide administrative support, ensuring smooth day-to-day operations of the office. Basic responsibilities include bookkeeping and data entry. More complex responsibilities will be assigned progressively based on proficiency.

Immediate Responsibilities:

- Process payroll accurately and on time.
- Bookkeeping
- Prepare quarterly IFTA & weight mile tax reports.
- Manage accounts payable (AP), including invoice processing and vendor payments.
- Perform data entry.
- Assist with employee onboarding, ensuring all paperwork and documentation are completed accurately.

- Maintain and manage the company's existing digital filing system to ensure organization and accessibility of documents.

Progressive Responsibilities:

- Manage accounts receivable (AR), including invoicing clients and following up on payments.
- Prepare certified payroll reports.
- Further high-level administrative tasks.

Qualifications & Requirements

- Experience with QuickBooks or Sage accounting software.
- Prior office or administrative experience.
- Prior experience in payroll processes.
- Strong organizational skills with attention to detail.
- Excellent verbal and written communication skills.
- Ability to prioritize tasks and work independently.
- Familiarity with the construction industry is a plus but is not required.

What We Offer

- Competitive pay
- Opportunities for professional development
- Supportive environment
- Flexible work schedule

How to Apply

Submit your resume, three professional references, and a brief cover letter detailing your relevant experience and why you're interested in the position to carson@jonesconcrete.pro

We look forward to welcoming you to the team!