



Office Manager

Character Priorities;

- Self-motivation
- Strong communication skills
- Positive thinking
- Ability to manage multiple priorities and projects
- Organizational skills

Responsibilities;

- Bookkeeping, including payroll and reports.
- Assist with estimates, including communicating with customers as needed.
- Assist with paperwork associated with commercial landscaping.
- Managing Accounts Receivable and Accounts Payable.
- Assisting customers, including answering the phone, working in the flower shop as needed, and answering landscaping and retail questions as able, taking all other questions to appropriate person, and contacting the customer as needed.
- Marketing the business, including working with website designer to keep website current.
- Managing computer updates and backups.
- Totaling the cash registers and settle credit card machines.
- Notary Needed

Compensation;

- \$18.00 per hour; Summer hrs.: full-time, Winter hrs.: part time
- Spring 2021, Summer 2021, Fall 2021, Winter 2021/2022