



Office Manager

Greenwald & Associates is seeking a motivated, experienced office manager to provide a wide range of support to the company, including accounting/finance, human resources/benefits, and administrative tasks.

Accounting/Finance Responsibilities

- Prepare and track client invoices
- Manage accounts receivable
- Review and process vendor bills
- Prepare incentive checks to research participants
- Maintain petty cash

HR/Benefits Responsibilities

- Develop/organize processes for maintaining personnel records and files, including employee manual, timesheets, performance reviews, and new hire and termination information
- Manage open enrollment activities, including preparing materials, scheduling meetings and answering employee questions
- Process and maintain records of employee benefit elections
- Serve as resource to staff on company policies and procedures, including new hire orientation
- Process employee payroll
- Assist in hiring process, such as monitoring active listings, distributing incoming resumes to hiring managers, ensuring complete applications and paperwork and scheduling interviews
- Work with HR support and management to ensure processes are compliant with regulations
- Support senior management in executing HR initiatives, as needed

Administrative Responsibilities

- Plan logistics for company social and business events, including reservations, food/beverage needs, and preparing meeting site based on technology and hard-copy materials needs
- Maintain day-to-day facilities operations, including supervising the maintenance of office areas and equipment such as scheduling equipment maintenance and repairs, purchasing office supplies, furniture, equipment etc. for the entire staff
- Greet visitors, answer main phone line, and monitor general company inbox, as needed
- Complete other duties, as needed

Competencies

- Reliable, dependable
- Desire to improve processes and efficiency
- Comfortable with new software
- Strong detail orientation
- Organized, planner
- Self-motivated, independent worker
- Solid communication skills

Desired Experience

- Must be proficient with Microsoft Office (Word, Excel, Access, PowerPoint, etc.)
- Prior experience in a similar role preferred
- Associates or bachelor's degree preferred
- Experience with QuickBooks, ADP, and project management software a plus
- HR/benefits knowledge/experience a plus
- Willing to consider part-time candidates

Greenwald & Associates is an Equal Opportunity Employer (EEO).