



## ***Office Manager/Bookkeeper Job Description***

***Position Title:*** Office Manager/Bookkeeper  
***Reports To:*** Ownership  
***Status:*** Full Time, non-exempt

### ***Role of the Office Manager/Bookkeeper***

The Office Manager/Bookkeeper supports the program and administrative functions of 360 with integrity and efficiency. This includes developing and maintaining records for Account Payables, Account Receivable, Payroll, Human Resources, Project Management, Subcontractor Management, Calendars, digital/paper files and QuickBooks. In addition to taking the lead on entering financial transactions into the bookkeeping system, the Office Manager/Bookkeeper will develop and maintain a welcoming office environment and coordinate logistics for all office functions. The Office Manager/Bookkeeper will carry out a wide range of activities, including fiscal data management, reporting, correspondence, and direct contact with all 360 staff and management. We are looking for an intelligent, energetic, team player to become part of the management team helping propel 360 into the future.

### ***Bookkeeping Essential Functions/Major Responsibilities***

1. Using 360's bookkeeping system QuickBooks, input and pay bills. Input credit card charges and reconcile credit card statements.
2. Serve as the main point of contact with 360's payroll processor/direct deposit and maintain the timekeeping system.
3. Work with staff to ensure all coding is correct prior to entering into the accounting system.
4. Execute all tax filings and withholding payments per schedules.
5. Prepare and Maintain Employee Files for all different types of employees, to include CDL driver requirements.
6. Maintain Permits and Fees associated with Heavy Highway Use, Trucking, with the State of Colorado and USDOT.
7. Maintain Trucking and Subcontractor files to include, Subcontract/Subcontractor agreements, Insurance Certifications, Workman's Compensation Insurance or Exemption Status, W-9's and any other state or federal tax forms.
8. Maintain individual Job folders from setup to project completion, to include any tax exemption or other required special permits.
9. Help Develop and Follow 360 accounting protocols for tracking job costing.

● Physical Address: 403 Broadway, Suite 1-B, Eagle Colorado 81631  
● Mailing Address: Box 2247, Gypsum Colorado 81637  
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10. Prepare reports tracking income and liability accounts on a weekly basis.
11. Help Create process as the company becomes more functional in a paperless environment.
12. Develop and generate Monthly financial status report for management.
13. Generate documents and work with auditors for annual workman's compensation and insurance audits.
14. Work with accountant during annual review.
15. Aid in Design & Maintenance of internal controls.
16. Update the accounting handbook on an ongoing basis to document procedures.
17. Take other assignments as directed by management.

***Bookkeeping Essential Functions/Major Responsibilities (50%)***

1. Greet visitors/vendors/clients and create a welcoming office environment.
2. Provide excellent customer service on the telephone and in person.
3. Answer the phones and open the mail.
4. Maintain the office technology systems by being the chief relationship manager for tech support service providers and software and hardware vendors.
5. Maintain office supplies.
6. Work with staff to ensure all forms are complete, consistent and filed in a timely manner. Both onsite and offsite.
7. Create and maintain a digital calendar for the organization.
8. Use Microsoft Office technology to format and print letters and other correspondence as needed
9. Assist with 360 events both in the office, in the community, and in the field as needed.
10. Maintain confidentiality and be discrete with information.
11. Take on other assignments as needed or directed by management.

***The following Skills, Knowledge, and Abilities will make you a great fit for this position:***

- You have a genuine passion for accounting and numbers.
- You have high level of individual initiative and creativity.
- Strong understanding of accounting principles and QuickBooks.
- Clear communicator, with the ability to deal with effectively and tactfully with a wide variety of people in correspondence, on the phone, and in person.
- You're an organized person.
- Familiar with GAAP and preferable have construction accounting experience.
- Strong QuickBooks expertise and a minimum of 2 years in a bookkeeping role for an organization with 10 or more employees.
- Solid skills in word processing, spreadsheet managements, particularly with Microsoft Office.
- Attention to detail and a passion for accuracy.
- You're comfortable interpreting information for people of different perspectives and learning styles.

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- Your ideal role is to be part of the management team.
- The ability to meet daily, weekly, and monthly deadlines consistently.
- A natural tendency toward getting to know people and communicating with them.
- The ability to work with limited supervision and successfully within a team.
- The ability to resolve practical problems independently.
- Honesty and Integrity are a must.
- Creative, Free Thinker.

***Company Benefits with positions:***

- Safe Harbor matching 401K (up to 4%)
- Paid Holidays
- Health Insurance
- Paid continuing education within discipline
- Salaried position
- Discretionary Bonus
- 2 weeks paid vacation
- Flexible Schedule with consistency

***Compensation:***

Commensurate with Experience/Education/Qualification

***To Apply:***

Please email your resume along with a cover letter with ***Office manager/Bookkeeper*** in the subject line to Patrick Bourke, President of 360 Civil, [360@360Civil.com](mailto:360@360Civil.com). Applications may also be dropped off in person or mailed to the below address.

***About 360:***

360 is a locally owned and operated heavy civil construction company, with a focus on Commercial, Municipal and other Developmental Projects. We have been in business 6 years with excellent credentials. Some of our past projects include Medical Office Buildings, Fire Stations, Schools, Hotels, Subdivision Development, along with maintenance and restoration of underground utilities and public roadways, driveways, and parking lots.

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