

Job Summary:

Opportunity for professional growth in an established, fast-paced, award-winning, woman-owned small management consulting business in Central PA. Seeking an Office Manager with a can-do attitude that will report directly to the CEO and oversee internal accounting systems including AR, AP, and payroll and internal operations. Opportunity to grow a department that interfaces with internal and external team members to ensure alignment with SCP's values, mission, and business goals. Hybrid work environment with flexibility in defining in-office time.

Duties/Responsibilities:

- Administrative
 - Oversee mail distribution, bill, and invoice processing.
 - Oversee the selection of vendors and the purchase of office equipment and supplies.
 - Support CEO in renewing/updating government certifications.
 - Organize SCP office including supply management.
 - Support project leaders with logistics and project report generation as required.
 - Manage copier and maintenance services, technical support, and other related internal operations.
 - Develop and implement procedures and policies for all administrative activities.
- Accounting – Proficiency in Accounting Required!
 - Manage accounts receivable transactions, to include receipt of invoices, processing of payments, and record-keeping in Quickbooks Online (QB).
 - Prepare client invoices / accounts payable transactions working closely with timesheet data, subcontractor invoices, and input from internal project managers.
 - Coordinate accounting activities with outsourced accounting resources.
 - Conduct quality review of outsourced accounting resource deliverables.
 - Responsible for project set-up and resource management in QB
 - Manage time-keeping in QB.
 - Manage payroll processing.
 - Manage state registration and tax payment notifications.
 - Track and analyze operational costs and monitor budget.
 - Manage bank transactions (deposits, ACH payments, Line of Credit)
- Human Resource Management
 - Facilitate employee on-boarding.
 - Maintain human resource record-keeping.
 - Manage timesheet completion and approval.
 - Support handbook revisions, policy development and oversight

Required Skills/Abilities:

- A positive attitude and growth mindset.
- Team player and problem-solver.
- Be able to work independently with limited supervision.
- Excellent verbal and written communication skills.
- Excellent organizational skills and attention to detail.
- Thorough understanding of Generally Accepted Accounting Principles (GAAP).

- Proficient in Microsoft Office Suite (Word, Excel, Powerpoint)
- Proficient with SharePoint, Microsoft 365, and Microsoft Teams.
- Proficient and experienced with all aspects of Quickbooks Online.
- Technologically savvy and willing to try and implement new software solutions.

Education and Experience:

- Bachelor's degree in Accounting, Finance, Business, or related field required. M.B.A. , CPA certification a plus.
- Three - five years of professional experience as an accountant, office manager, business manager dependent on educational experience.
- Management consulting, government contracting, service industry experience a plus.

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Benefits:

- Employer paid health, disability, and life insurance
- Optional dental, vision, and AFLAC benefits
- 13 paid holidays annually
- Paid time off – accrual begins first day of employment
- 401k is available after 90 days
- Eligible for education reimbursement

Compensation:

- Competitive salary (\$70,000 - \$80,000) depending on experience.
- Annual bonus aligned to company profitability and contribution.
- Periodic performance bonus' based on individual performance.