



Installing & Maintaining Sustainable Landscapes

Office Manager / HR Associate

Job Objective: Perform a variety of office detail work and functions of Human Resources

Ideal Candidate Will:

- ♦ Become proficient with QBO, Clip Software and Accupos
- ♦ Maintain customer database and keep items lists accurate and consistent between QBO, Clip and Accupos
- ♦ Daily and Monthly Billing, Record Customer payments, prepare deposits, contact customers with past due balances and answer any questions they have about billing
- ♦ All Accounts Payable and Accounts Receivable Entry and Monitoring
- ♦ Reconciliation of Business Accounts
- ♦ Employee onboarding. Manage and maintain employee files. Monitor employee work hours, OT, Vacation
- ♦ Weekly Payroll Calculation and Processing
- ♦ File Sales Tax Monthly
- ♦ Use job costing and data to send out Snow and Maintenance Contracts
- ♦ Help to compare budgeted financials and man hours to actual, provide reports
- ♦ Keep materials pricing/cost accurate in QBO and develop materials in Clip, Possible material ordering
- ♦ Help with Answering and directing of phone calls, Update Customer Records, day to day filing, cleaning and organizing of office
- ♦ Work with team leads to develop training packages for all jobs done at Balsam Lake Pro Lawn
- ♦ Working to track all info through classes and develop profit and loss statements for all 4 departments

Additional Preferred Qualifications:

- ♦ Must have exceptional attention to detail
- ♦ Must be a self-starter and driven
- ♦ Strong problem-solving skill and analytical abilities

Benefits: 5 Paid Holidays, 10 days Vacation, 3 sick days, IRA 3% Match, 20% store discount, Birthday Recognition, Employee Tenure Recognition Anniversary, Defined Contribution Package, Profit Sharing

Job Type: Full-Time **Salary:** \$58000/year

Balsam Lake Pro-Lawn Inc. 916 Badger Dr. Balsam Lake, WI 54810

715-485-3131 www.balsamlakeprolawn.com info@balsamlakeprolawn.com