



OFFICE/BUSINESS MANAGER JOB DESCRIPTION

Position Overview

BPS is looking for an individual who is interested in being a part of a growing small business and managing the multi-faceted administrative side of the business. This individual would manage the day-to-day business administration activities, coordinate the responsibilities of and assign tasks to the administrative staff, serve as a liaison to the company's professional service providers, and report updates directly to the President.

Job Duties

1. Leadership
 - Oversee the overall day-to-day business administration activities.
 - Supervise, coordinate, and assign tasks to the administrative staff.
 - Manage and coordinate the company's professional service providers.
2. Finances
 - Manage the processes for accounting, payroll, invoicing, and taxes.
 - Coordinate with the admin staff and respective professional service providers on completing financial tasks.
 - Review and evaluate financial reports.
 - Identify finance-related issues and opportunities, troubleshoot issues with the admin staff and respective professional service providers, and report updates to President.
3. Account Registrations & Certifications
 - Manage the processes for account registration, certification, and liability insurance renewals/reporting.
 - Coordinate with the admin staff and respective organizations on completing account registration and certification tasks.
 - Review and evaluate account registration and certification reports.
 - Identify account registration and certification issues and opportunities, troubleshoot issues with the admin staff and respective organizations, and report updates to President.
4. Human Resources
 - Manage the processes for employee hiring and separation, employee policy updates, and employee performance reviews.
 - Coordinate with the HR specialist on completing HR tasks.
 - Review and evaluate HR reports.
 - Identify HR issues and opportunities, troubleshoot issues with the HR specialist, and report updates to President.
 - Note: BPS does not currently have a dedicated HR specialist on staff and will be looking to hire one soon. Candidates for this open position who have HR experience and an interest in working on HR-related tasks could choose to increase their hours and take on the HR-related responsibilities too.
5. Assets & Data
 - Manage the processes for IT requests, asset reporting, purchasing, and data maintenance.
 - Coordinate with the admin staff, employees, and IT provider on completing IT, asset, purchasing, and data maintenance tasks.
 - Review and evaluate IT, asset, purchasing, and data maintenance reports.
 - Identify IT, asset, purchasing, and data maintenance issues and opportunities, troubleshoot issues with the admin staff, employees, and IT provider, and report updates to President.

BPS is an equal opportunity employer.

Please visit the BPS website to learn more about the company: www.burtonplanning.com.



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Experience & Skill Requirements

- A college degree or certificate in business management, business administration, accounting, bookkeeping, human resources, or related field.
- Experience with reading and understanding accounting reports and other related financial information.
- Experience with Excel is needed; QuickBooks is preferred.
- Experience working as an Office Manager or other similar administrative role with coordination/management responsibilities.
- Experience with and interest in managing and leading staff.
- Ability to self-motivate, work independently, and coordinate/communicate with others.
- Excellent attention to detail and organizational skills.
- Willingness to learn new skillsets and gain necessary experience.
- Interest in being a part of a growing small business.
- Ability to use Microsoft Office products and Adobe Acrobat (PDFs).

Position Details

- Hours: Part-time; typically 20 hours per week; potential to grow into additional hours and responsibilities
- Pay: \$25.00-\$45.00 per hour, depending on experience
- Benefits: retirement, PTO, holidays, cell phone stipend, and professional development coaching
- Support: software, hardware, and training
- Location: work remotely

TO APPLY:

Please send a cover letter, resume, and 3 references to Kimberly Burton at kburton@burtonplanning.com by July 24, 2023.

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