



Your First Choice in Reliable,
Responsive IT Services

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Office Manager Position

Office managers essentially ensure the smooth running of an office on a day-to-day basis and may manage a team of administrative or support staff. This position will be responsible for assisting with or developing intra-**office** communication protocols, streamlining administrative procedures, over time **office** staff supervision and task delegation. Assisting with and or performing Accounts Payable and Accounts Receivables task. Ensure Pension Plan, Workers Comp audits and Insurance requirements are properly managed. We're looking for an energetic professional who doesn't mind **wearing multiple hats** and is comfortable with a fast-paced environment

Key skills for office managers

- Reliability and discretion: you will often learn of confidential matters
- Adaptability
- Proficiency in MS Office Suite and using a range of software packages
- Experience with scheduling, budgeting, and payroll
- Excellent written and verbal skills
- Communication, negotiation, and relationship-building skills
- Organizational skills
- IT skills
- Problem solving skills
- Initiative
- Leadership and the ability to 'make things happen' "Team Player"
- Encourage a positive work environment and culture for all employees

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Task may include but not limited to:

- Create and send reports to the Director of Operations as required
- Coordinate staff schedules, training, and onboarding
- Monitor employee activities and provide guidance where needed
- Work with Resource Coordinators the AP/AR team:
- Prepare for and comply with Workers Comp audits 2x/year
- Preparing letters, presentations, and reports
- Supervising and monitoring the work of administrative staff
- Managing office budgets
- Liaising with staff, suppliers, and clients
- Implement and maintain procedures/office administrative systems
- Delegating tasks to junior employees
- Ensuring that Employee Handbook and health and safety policies are up to date
- Attend meetings with senior management
- Assist the organization's [HR function](#) by keeping personnel records up to date, arranging interviews and so on.
- Cost accounting for projects
- 401k, eligibility, coordinate sign ups with Pension Plan administrators and ensure employee distributions are accurate and up to date.
- General HR, employee docs, employee set up, I9's, w9's and w2's, etc
- Support contracts updates, oversee invoicing for projects and contracts
- Provide w9 & FEIN info to accountant for subs and 1099 folks
- Record payments and checks as received
- Work with Staff and Ticketing system administrator as issues arise or updates needed
- Payroll
 - Tracking/recording hours
 - Set up new states SIU and Withholding Following all state guidelines/laws
 - Perform monthly payroll task with Payroll system and company

*First American Business Solutions is a certified small disadvantage business. We are a WBENC-Certified Women's Business Enterprises and First American Business Enterprise is a nationwide North American based IT & telecom services company targeting the enterprise market. Business was Incorporated in 2009 supporting Nortel but expanded rapidly to other Voice Solutions. We specialize in **Telecommunications & IT services**: Primarily supporting Nortel and Avaya solutions and applications. 100% of our employees are U.S. Citizens and we are Headquartered out of Tampa Florida*