

## Job Description – Office Manager/Bookkeeper

### Summary

SE2's Office Manager/Bookkeeper partners with our CFO, Controller, and other leaders to support the company's accounting and finance functions, manage its Denver office, and champion its values.

### Duties and Responsibilities

- Effectively manage and perform general office duties such as filing, greeting visitors, procuring supplies, and completing errands as assigned
- Procure office-related supplies, furniture, and equipment as needed
- Assist in onboarding new employees including setting up access to the office, arranging desk space, sharing office policies, and setting up welcome activities
- Coordinate meetings and events as needed
- Prepare, edit, and compile correspondence, communications, and other documents as needed
- Process accounts payable to include processing bills, matching to purchase orders, obtaining appropriate approvals, and coding all transactions to appropriate projects and services
- Track credit card charges, ensure receipts are provided, and code transactions to appropriate projects/tasks; upload credit card transactions into accounting system and reconcile balances
- Maintain general ledger including recording all payments and deposits in a timely manner
- Support the CFO/Controller with processing of accounts receivable including generating billing review worksheets, attending billing review meetings, entering invoices in the accounting system, updating supplemental billing spreadsheets, and project tracking information
- Monitor accounts receivable, following up with account managers and/or clients on past due accounts and addressing inquiries/concerns
- Maintain an organized online and paper filing system for accounting, executive, and client documents as needed
- Support CFO, Controller, and other company leaders and staff with special projects

### Requirements

- 3+ years of bookkeeping and office coordination/management experience
- Familiarity and experience using Excel and integrated accounting platforms (e.g., QuickBooks)
- Excellent written and oral communicator, with superb attention to detail and accuracy
- Ability to thrive in a fast-paced environment and manage competing priorities
- High school diploma or equivalent