



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

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