

Office Manager/Bookkeeper

IMI Design is a well-established, high energy and creative interior design firm that believes beauty has an uplifting effect on the human spirit. We are looking for an exceptional, accountable, professional and self-directed Office Manager / Bookkeeper to perform a variety of responsibilities in Accounting and Operations. As a small company, we exhibit a strong cooperative culture in which we all pitch in to help accomplish goals. As such, this is a great opportunity if you like a fast moving, fun environment where you will have a variety of responsibilities.

Below is a list of the primary job duties (which are not all inclusive):

Accounting:

Accounts Payable

Accounts Receivable

General Ledger

Payroll reporting & calculations

Financial Statements (monthly, quarterly & annually)

Bank reconciliations

Time billing & reporting

Collections

Data entry (expenses)

Day to day responsibilities (responding to client inquiries, recording and reconciling, analysis of accounts and reporting, cash flow management, check disbursement)

Sales Tax reporting

1099 Preparation

Coordinate with CPA to provide information related to financials & tax returns

Purchasing:

Prepare proposals for clients

Creates invoices

Corresponds with clients & vendors

Prepares Purchase Orders, tracks orders & receives order acknowledgment

Maintains purchasing records

Follow up on purchasing items outstanding

Prepares PO reports as required

Operations/HR duties:

Facilities Management (including alarm, maintenance, etc.)

Record management

Assistance to Principal/CEO & design team with special projects

Personnel file management

Staff management

Qualifications:

- Bachelor's Degree in related business field (preferred) or equivalent experience (college coursework and employment experience).
- Must have a minimum of 3-5 years QuickBooks PRO, Enterprise, Premier or QB Online experience with demonstrated proficiency.
- Must have a minimum of 3 years prior experience in an Accounting role (Office Manager, Bookkeeper, Accountant, Controller or Operations Manager) with similar responsibilities.

Skills/Key Competencies:

- MUST have a high level of proficiency in QuickBooks (PRO, Premier, Enterprise or Online version). Online QB preferred. (Do not apply if you are not QB proficient)
- Proficient in MS Office (Excel, Word, Outlook) and high level of computer skills
- Excellent accounting skills with a high level of attention to details
- Good communication skills, project management skills and the ability to multi-task in a small business environment desired
- Must be resourceful, self-motivated with exceptional follow-through
- Dependable, accountable, strong work ethics with excellent attendance
- Must have a high degree of organizational and time management skills.

In order to apply for this position, please submit the following. All applicants that do not apply with this process will not be considered. Please send to career@imidesignstudio.com

1. Resume (word or pdf)
2. Cover letter (word or pdf)
3. Salary history or expectations
4. Availability to start

References will be requested and verified prior to hire.