Office Manager / Bookkeeper

**Job Description:**

Provide part-time (2 – 3 days per week) office management, administrative and bookkeeping support for the company and its affiliates in its Downtown Pittsburgh office.

**Job Responsibilities:**

- Track and order Office Supplies as needed
- Process A/P invoices and prepare checks ensuring accuracy of the invoices and timeliness of payments
- Process Payroll using Paychex Suite
- Prepare and process Expense Reports
- Prepare intercompany invoices for the company and its affiliates
- Prepare and submit local (Pittsburgh) tax forms
- Prepare monthly General Journal entries
- Enter transactions into QuickBooks
- Generate QuickBooks reports
- Make bank deposits
- Reconcile checking accounts
- Plan and organize company events
- Make changes to the telephone system as necessary
- Maintain the companies’ contact lists
- Maintain the companies’ electronic and hard-copy files
- Type and compose correspondence for management including PowerPoint presentations
- Prepare, copy and distribute company documents as necessary
- Prepare companies’ letters, invitations, etc. and track responses
- Assist management with other administrative functions as needed
- Special Projects as required

**Skills required to perform job:**

- Excellent verbal and written communication skills
- Neat professional appearance
- Cooperative pleasant attitude
- Must be a team player and be willing to pitch in to get the job done
- Must work well under pressure and demonstrate the ability to handle many tasks successfully at a time
- Use good phone etiquette at all times
- Proficient in Microsoft Office (Excel, Word, Outlook and PowerPoint)
- Must be organized
- Requires an Associate Degree in accounting or business or an equivalent background.

Please send resume and salary requirements to Timm.Rawa@iNetworksVFS.com if you would like to be considered for this position.