

Office Manager Job Responsibilities

- **Accounting Software**
 - Payables
 - Receivables
 - Job Labor Report (Journal Entries)
 - Paychex (Journal Entries)
 - Payroll is reported every other Tuesday at 3:00pm
 - All timesheets are turned in every Monday
 - Checks are dropped off on Wed. and paperwork is included.
 - Job Allocation Report (Journal Entries)
 - Go to Memorized Reports/Accountant/Overhead Labor Report(Cash Basis). Print report. Print Profit & Loss Standard (Cash Basis) for same time period as OH Labor Report.
 - Receipt Maintenance
 - Credit Accounts
 - Home Depot (reconcile)
 - American Express (reconcile)
 - Sherwin Williams (pay in full)
 - Reoccurring Payables
 - Huntington Bank Loan (due by date on note)
 - File Maintenance
 - Red (Working Office Files)
 - Emergency Work Authorizations
 - Work Authorizations
 - Billings
 - Receipt of Checks Received
 - Call Log Sheet
 - Final Estimates
 - Manila (Working Production Files)
 - All Production Notes
 - Working Estimates (ADS and/or Insurance)
 - Blue (Vendors Files)
 - Paid Bills with Paid Check stub attached
 - Manila (Subcontractors Paid Files)
 - Paid Bills with Paid Check stub attached
 - Yellow (Subcontractors Packet Office Files)
 - Information Packets (found in All Disasters-Subcontractor Packet)
 - Purple (Employee Files)
 - Applications
 - Request for time off

- Write Ups
- W4
- Misc Employee Info

- WIP
 - Everyone Work In Progress (Office Manager)
 - New Production Work In Progress
 - Collection Report (Office Manager)
- Employee On Call Schedule
 - Update and Inform
- IRA
 - Internet Pay on Monthly basis (calculations)
 - Log into Quickbooks
- Mortgage Companies
 - Customer Information
 - Loan Number
 - Social Security Number
 - Phone and Name of Mortgage
- Marketing Folders
 - Making sure there are enough for the salesman
 - Enough to be handed out

OFFICE MANAGER JOB RESPONSIBILITIES LAM MANAGEMENT

- **Quickbooks**
 - Tenant Rent
 - Due on the 5th of each month
 - 24390 Lakeshore Blvd (8 units total)
 - W 44th
 - Water Bill
 - W32nd Up
 - W32nd Down
 - Reoccurring payables
 - Sky Bank Mortgage (Lakeshore Blvd)
 - Sky Bank Mortgage (22380 Lakeland Blvd)
 - First Federal (W 32nd) (automatic withdraw)
 - First Federal (automatic withdraw)
 - File Maintenance
 - Purple (Vendor Files)
 - Each property has separate File with subfiles