

## **Administrative Manager (Part Time, 8-12 hrs/wk)**

*Pumpkinvine Cyclery is looking for a friendly, reliable, and motivated addition to our team!  
Please submit resumes and applications to [info@pumpkinvinecyclery.com](mailto:info@pumpkinvinecyclery.com).*

### Job Description & Responsibilities

- Maintains financial records by classifying and posting transactions in Quickbooks and ensures records maintain legal compliance
- Collaborates with owners to manage accounts payable; clarifies any questionable invoice items, prices or contracts
- Reconciles accounts monthly and provides accurate financial reports
- Process bi-weekly payroll
- Oversee initial onboarding of new staff members
- Maintain paper and electronic filing systems
- Answer email messages
- Maintain the cleanliness, organization and inventory of the office and employee spaces
- Manage calendars; schedule meetings and services
- Answer phones and direct calls as needed
- Complete sales at register as needed

### Requirements

- Successful completion of College level Accounting, Finance or Business course(s) or equivalent experience preferred
- Prior experience with Quickbooks or equivalent bookkeeping software preferred
- Proficient in Microsoft Office Suite and/or Google Workspace applications
- Strong organizational skills
- Attention to detail and problem solving skills
- Leadership ability
- Excellent written and verbal communication skills
- Consistent, positive attitude and team-player.
- Proven track record of ability to meet critical deadlines

### Benefits

- Rate of \$16-21 per hour, based on qualifications.
- Employee discount
- Flexible work hours
- Remote work opportunities