

ASSISTANT OFFICE MANAGER

The Assistant Office Manager (AOM) works as part of the team that manages aspects of the business operations of Engineering Mechanics Corporation of Columbus (Emc²) as defined by the Board/President/CEO and Director of Operations. The AOM is generally one of the first contacts that clients, vendors, delivery persons, etc. have with Emc² and thus must be able to handle telephone calls, walk in visitors, and fax communications in a courteous and efficient manner. The AOM supports the operations through making travel arrangements, assisting in bookkeeping and accounting needs, maintaining all required business and tax records, supporting Emc² management when working with GSA, DCAA and other government oversight agencies to ensure that Emc² is in compliance with governmental regulations and reporting requirements. Additionally, as a small business the AOM along with other clerical staff take on a large number of tasks as summarized below (essentially a large number of little tasks needed to keep a small company functional). This is a long-term position with growth to becoming a contracting officer as experience is gained in company operations.

Minimum Requirements:

- 1) High School diploma or GED Equivalency
- 2) Knowledge of computers, including Microsoft Office software package
- 3) Ability to answer phones, convey messages, work with delivery persons
- 4) Knowledge of accounting principles (GAAP) and general accounting systems preferred, including QuickBooks accounting software package
- 5) Available to work Monday through Friday, 8 AM to 5 PM
- 6) May be required to work later than 5 PM at times or on weekends

Common Duties:

- 1) Answers phones, takes messages, distributes internal mail
- 2) Fills in internal accounting schedules, issues invoices, purchase orders, and monitors company bank account and credit card balance, and may travel to make bank deposits as needed, etc.
- 3) Serves as part of team led by Director of Operations for human resources activities such as insurance (health, life, disability, company liability, etc.); payroll and savings plan (401(K)) through payroll provider currently Paychex along with RW Baird as investment advisor, Transamerica as 401K Plan provide and Pension Design Group as TPA; Health Savings Account currently through Heartland Bank
- 4) Orders office and kitchen supplies (and picks up as needed), coordinates lab orders
- 5) Arranges travel including airlines, hotels, rental cars, etc.; as well as reviews travel expense reports
- 6) Ensures office equipment (copiers, printers, fax, etc.) are in good operating condition and schedules maintenance as needed
- 7) Set-up timecards, cost account access, charge numbers, etc.
- 8) Work with company accountant, usually on a quarterly basis to follow taxes and maintain allocation accounts (DCAA/federal government requirement)
- 9) Office maintenance efforts such as watering plants, office decorations, maintaining and cleaning of conference rooms, help with coordinating lunch orders for internal and client meetings as needed.
- 10) In addition Emc² also owns the building in which it resides and duties associated with this separate Riverside Caspian II LLC may include:
 - a. Riverside Caspian rent invoices, enter and pay bills, run rent checks to bank, take care of keys and communications with building coordinator (Chris Meeks), let service people into needed areas
 - b. Maintain contact with company accountant, make sure accounting/taxes checked quarterly
 - c. Make sure daily bills and payments recorded in QuickBooks, bills paid in timely matter