



Office Manager / AP & AR Specialist

Behan Bros., Inc.

Job Type:

Full Time

Job Description:

Behan Bros., Inc. is a family owned and operated General Contracting and Construction Management company hiring a full-time Office Manager. Since 1973, we have set a standard of excellence in projects ranging from expansive luxury homes, to large and technically demanding commercial structures.

We are looking for an Office Manager that is reliable, organized, attentive to detail, and efficient with task completion. Experience with SAGE 300, SAGE Paperless Environments, and Procore a plus.

Responsibilities:

- Provide support to the company's Chief Financial Officer, assisting in daily office needs, and managing general administrative activities
- Process vendor invoices by assigning appropriate general ledger account numbers and post into accounting software, oversee the invoice approval process
- Reconcile expense reports with applicable credit card statements and assigns general ledger account numbers to each expenditure
- Verify and complete payment of invoices associated with accounts payable and ensure payments are charged to the appropriate accounts
- Process batch check runs on a weekly basis.
- Maintain vendor, subcontractor, and client lists
- Manage external vendors for office equipment and coordinate IT support
- Process staff payroll and input payroll data
- Develop and maintain office and computer filing system, including Certificate of Insurance (COI) and W-9 binders for subcontractors
- Maintain company website
- Assist with marketing efforts, including seasonal client gifts
- Assist with procurement efforts such as obtaining vendor and supplier pricing information, material quotations and purchases

Skills:

Pay:

Based on qualifications, top in industry

To apply:

Send your resume and references to: office@behanbros.com