

BUSINESS OFFICE MANAGER

Sulphur, Louisiana

This position will work closely with GM management to support business needs and receive instructions on how to guide the operations in accordance with company policies properly. The ideal candidate will have proven skills in managing all business office functions including billing, accounts payable, accounts receivable, human resources, payroll, general ledger, and the month-end closing process. We are seeking a strong communicator and skilled financial analyst that will oversee and supervise all business office operations and make it their mission to streamline and improve business office operations, processes, procedures, and financial performance. The ideal candidate will have proven experience hiring and managing office personnel of varying capacities.

Qualifications:

- High School Diploma Required
- Accounting: 3 years (Preferred)
- Office Management: 5 years (Preferred)
- Human Resource: 2 Years (Preferred)
- Strong digital, written, and verbal communication skills
- Proficient with QuickBooks and Microsoft Office Suite
- Leadership ability to manage challenges and oversee employees
- Manage vendor contracts
- Superior organizational skills, attention to detail, ability to prioritize, and meet deadlines.
- Working knowledge of federal, state, and local tax and regulatory requirements.

Please send resume to shelia.jetton@smwp.net AND smwprojects@smwp.net