



Job Title: Office Manager	Venue:
Company: Spectra Food & Hospitality	Department: Office - Administration
Reports To: General Manager	Supervises People (Y or N): N
Exempt or Non-Exempt: Non-Exempt	Number of Direct Reports: 0

Job Summary:

The Office Manager will provide administrative support to all Spectra departments (concessions, catering) at the venue, as well as to the General Manager. Administrative duties may include, but are not limited to, assisting with payroll, handling A/P and A/R responsibilities, assuring compliance in hourly employee personnel files, handling basic HR duties, scheduling, and general clerical duties. The Office Manager will be responsible for managing a full range of accounting operations, including A/R, A/P, payroll reporting and GL entries. Perform month end closing work, account reconciliations, and profit statement reporting to management. Safeguard company assets, and provide data and fiscal support to other departments within the company

Given the small size of the Spectra onsite office (usually 2 FT employees), it is critical that the Office Manager have the ability to multi-task, organize and prioritize tasks, and willingly assist Spectra staff where needed. In light of the sometimes seasonal and event-driven nature of our business, the successful incumbent will have the ability to focus on and prioritize the administrative duties that are most critical and time-sensitive.

Essential Job Functions:

- Provide general office / administrative / accounting support including input of weekly cash and sales reports, A/P and A/R data entry, event reporting.
- Assist with basic payroll functions: compile and process weekly payroll, data entry, timekeeping verification, ensure W-4, I-9 forms are complete and on file; maintain employee deductions file.
- Provide accounting support to company departments. Reconcile sales reports prior to month end postings. Oversee document coding. Calculate commissions earned.
- Collect data from multiple sources and generate reports of Spectra' event operating results to venue management team and the corporate Finance Department. Includes generating P&L's, franchise season reports, catering activity recaps and sales reports. Perform month end closing, reconciliations and entries.
- Safeguard company assets through close monitoring of accounting procedures; conduct audits as needed. Reconcile bank deposits to sales reports, inventory levels, payroll reporting, A/P and A/R activities.
- Prepare current workbooks containing financial information by event type. Supervise preparation of NFP reports by event, and payroll reporting by event types.
- Provide general office and clerical support: preparation of weekly package to corporate, copying, filing, correspondence, telephone inquiries.
- Handle basic Human Resources functions: personnel file maintenance, answer employee inquiries regarding scheduling, facilitate job fairs and new hire orientation, maintain employee training logs, submit workers compensation claims and maintain OSHA log, basic report generation, respond to initial unemployment claims, interface with employees regarding basic employment issues.
- Relay any accounting, HR, employee relations, safety, policy or procedural concerns, and any situation that may result in disciplinary action, to management (Concessions/Catering Manager, GM) in a timely and responsible manner.

Knowledge, Skills and Abilities:

- Thorough understanding of accounting and financial reporting principles and practices.
- High level of proficiency with computers, Microsoft applications, accounting/payroll/HRIS systems. Experience with Solomon, ADP and/or Ceridian a plus. Extensive experience preparing spreadsheets and reports.
- Consistent and reliable attention to detail, accuracy and validity.
- Ability to multi-task in a fast-paced, changing, environment. Must work well under pressure of deadlines.
- Ability to interact with a diverse spectrum of individuals calmly, professionally, supportively.
- Excellent organizational and time management skills; ability to delegate tasks efficiently and develop staff to next level.
- Ability to adhere to highest standards of ethics, integrity, professionalism, and discretion. Ability to execute solid management decisions quickly and efficiently.

- Ability and willingness to work extended hours (i.e. evenings, weekends, holidays), as frequently required by event or business necessity.
- Ability to develop and maintain cooperative working relationships with company and business contacts.

Education and Experience:

- High School graduate or equivalent.
- Minimum two years of business, general office or accounting experience.

Physical Requirements:

	0-24%	25-49%	50-74%	75-100%
Seeing:				X
Hearing:				X
Standing/Walking/Mobility:				X
Climbing/Stooping/Kneeling:			X	
Lifting/Pulling/Pushing			X	
Fingering/Grasping/Feeling				X

Physical Dimensions:

Medium Work: Exerting up to 25 pounds of force occasionally to move objects (files, boxes).

Note: The statements herein are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.