



**Office Manager**  
*Manages all financial and HR administrative functions*

**Introduction:** Do you thrive in a small family- oriented environment? Do you want to work for the Omaha Chamber's small business of the year? If you answered yes, then your next career move is to Sun Valley Landscaping as our Office Manager! At Sun Valley Landscaping, our team members are passionate, outdoor lovers, community leaders and come from diversified backgrounds. As a not-so-typical landscaping company, we offer a challenging, yet rewarding environment with high employee retention.

**Summary:** The Office Manager (OM) is a highly-detailed individual who thrives in a fast-paced environment. The OM is directly responsible for all aspects of our financials and HR compliance. This includes billing of all jobs, accounts receivable, accounts payable, budgeting, HR administration, and financial reporting. The core objective is to maintain company ledgers for AR, AP, cash flow and meeting billing deadlines. This will be accomplished by performing the following tasks:

**Objective:**

- Correctly process daily production sheets for billing, job costing and KPI reporting.
- Daily verification of all payroll hours to produce payroll reports for production managers.
- Collect and organize all purchase orders and receipts, matching to jobs or accounts.
- Enter man hours, materials and retrieve change orders for daily invoicing & job tracking.
- Bill all work orders in a timely and accurate manner.
- Send monthly invoices and statements and ensure receipt.
- Job cost reporting completed and distributed timely, with 100% accuracy.
- Manage supply and nursery inventory tracking and contractor credit account approvals.
- Manage account receivable balances, collections and receive payments.
- Maintain subcontractor accounts and required paperwork.
- Handle accounts payable and keep vendor information up to date.
- Ensure reconciliations are done daily and maintain chart of accounts.
- Project cash flow needs and prepare cash flow budgets.
- Ensure compliance with and record local, state, and federal tax requirements/payments.
- Ensure compliance with workers' compensation insurance reporting procedures.
- Maintains all paperwork with the Department of Labor and handles audits.
- Create and maintain all personnel records.
- Process new hire paperwork and set up in ADP and time tracking system.
- Manage & track PTO, safety records and employee attendance.
- Prepare bi-weekly payroll reports for GM approval; submit through ADP.
- Maintain timely company financial data and send weekly reporting to GM and CEO.
- Coordinate with CPA to prepare financials and taxes at year end.

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- Coordinate with bank regarding relevant banking matters (line of credit, vehicle and equipment purchases, credit card and payroll processing, etc.)
- Produce daily KPI reports and share with the GM.
- Assist in the development and implementation and achievement of the company's annual budget goals.
- Assist with company improvements and employee events.
- Work with the production managers to organize and bill snow removal operations in the winter (same responsibilities as above).

**Accountability:**

- ✓ Daily bank reconciliations
- ✓ Daily billing of work orders
- ✓ Daily job cost and KPI reporting to GM and production team
- ✓ Weekly financial reporting to CEO
- ✓ Accounts payable timing kept at set time frame
- ✓ 100% accuracy of bookkeeping
- ✓ Well-kept personnel records

**Direct Reports & Relationships:**

- The Office Manager will report directly to the GM on a daily basis.
- The OM will work closely with the Client Services Manager, Landscape Project Manager, Fleet Mechanic, Nursery and Supply Yard Managers to properly maintain paperwork flow for proper reporting.
- The OM will work with production team on daily billing, job costing, payroll approval and daily KPI reporting.
- The CEO will coach and assist the OM to allow for the best opportunity to succeed.



**Experience, Skills & Education:**

- 10+ years combined experience in office management, bookkeeping, HR & customer service.
- Experience in the Green Industry, construction or service related fields is preferred.
- Bachelor's degree
- Expert level computer skills - Office suite, CRM programs, payroll software & QuickBooks.
- Experience leading an office or department is a must.
- Experience in HR administrative duties and compliance is a must.
- Experience with accounting, billing, accounts receivable and customer service a must.
- Valid driver's license and clean driving and criminal record.
- Bilingual in English and Spanish is a PLUS
- Excellent written and verbal communication skills.
- Ability to maintain a professional, positive and cooperative demeanor at all times.
- Extremely trustworthy individual with a proven track record of responsibility & privacy.

**Success Factors:**

- Possess a genuine love for the outdoors and landscaping.
- Extremely trustworthy person capable of handling the most private of information.
- Highly detail oriented person driven by task accomplishment & organization.
- Consistently behaved person with strong core values & integrity.
- Requires minimal supervision and consistently delivers above-average results, success driven
- Ability to process an ever-increasing number of variables in an organized fashion.
- The type of person that loves making a great excel sheet!
- Focused person who is able to understand the minute details of our business.
- A person who loves working with numbers and organizing things, meticulous.
- Problem solver, patient individual who enjoys controlling chaos
- Takes enjoyment in serving and providing value to others, enjoys working with a team
- Enthusiastic, positive and passionate person
- Driven by a desire to accomplish company and personal goals
- Able to deal with uncertainty and changing working conditions on a daily basis (stress)
- Can handle criticism and accept responsibility for the actions of others
- Able to identify the most important priorities and act accordingly on a daily basis
- Thrives under pressure, handles stressful situations in a calm and collective manner
- Strategic thinker capable of creating and implementing systems
- Ability to maintain a proficient, yet teachable attitude at all times
- Strives for constant improvement and enjoys working in environments of growth and change
- Punctual and reliable person that can be counted on
- Enjoys researching and finding answers on your own, independent thinker, problem solver.
- Deep understanding of how accounting and HR systems work, professional.





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***Working Schedule:***

- Typical days are 8am-5:30pm, Monday-Friday.
- Must be willing to work longer hours & weekends when needed to get work done.
- Past Office Managers have worked 50+/- hours in the spring and 40 in the winter.
- Available for all winter snow events, ability to work odd hours overnight when needed\*
- Must be comfortable with a highly seasonal job and enjoy the change of pace
- Business casual dress code.

***Compensation & Benefits:***

- Relaxed company culture (we work hard, but like to have fun!)
- Numerous company events with opportunities to involve your family
- Total compensation of \$50,000 - \$60,000, DOE
- Incentive structure allowing for additional earnings
- Potential signing bonus based on experience
- 2+ weeks PTO (no vacation from March 15 – June 15)
- Paid holidays (total of 10)
- Reimbursement of \$.50 per mile for driving own vehicle for work related purposes.
- Yard & service discounts for immediate family
- Simple IRA plan available after one year (3% match)
- Health insurance available after 90 days
- Half price zoo memberships
- Monthly company BBQ's
- Paid paternal and maternal leave
- Aflac Program
- Much more....



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