



Office Manager & Bookkeeper

Summary

Shades of Texas is a family-owned company providing the Houston area with landscaping services and supplies. In your position as a Office Manager and Bookkeeper you will handle the daily operation of the front office and will be working closely with leadership team handling clerical duties, office communication, coordinating operational needs, as well as accounting and finance functions.

What will you be doing?

- **Oversee Day-to-Day Operations of the Office**
 - Greeting Visitors, Vendors, and Customers
 - Answering Phones, Corresponding to Emails, Retrieving and Distributing Mail
 - Filing and Maintaining Records and Documents
 - Maintaining a Clean and Organized Office
 - Purchasing Office and Other Essential Supplies
- **Bookkeeping**
 - Entering Invoices
 - Preparing and Producing Payroll
 - Creating Estimates and Invoices
 - Managing Accounts Payable and Receivable
 - Preparing Monthly, Quarterly, and Yearly Financial documents such as sales tax
 - Reconciling Bank Statements and Credit Cards
 - Typing, formatting, and editing forms and reports in Microsoft Office