

# Office Associate Job Description

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## **Position Summary**

Upholds the Core Values as determined by the management team. Primary responsibility for all positions with Moneta Farm and Home Center (Bolster Hardware LLC) is to *Amaze Every Customer Every Time*. This position handles several key responsibilities including all internal accounting, general office management. Additional duties include general office management.

## **Essential Duties and Responsibilities:**

- Accounting
- Balancing Daily Cash Drawer totals
- Preparing Daily Deposits for bank runs
- Verify and Settle Daily Credit Cards
- Locate and Correct POS mistakes and Clerical Errors
- Verify and balance general ledger entries against POS reports
- Manage and reconcile bankcard recaps
- Generate monthly customer house account statements
- Post customer payments
- Reconcile purchase orders to invoices
- Complete all payables for Owner's approval
- Create monthly, quarterly and year-end financial statements
- Perform the duties of a Cashier/Sales associate when office duties are completed

## **Office Management**

- Negotiate and maintain outside indirect expense vendor contracts (e.g. waste management, utilities, loss prevention, etc.)
- Obtain competitive quotes from multiple suppliers for new equipment/services.
- Maintain safety and inspection compliance standards
- Produce promotional collateral and create business graphics for office and store use.
- Assist other office team members as needed.

## **Required Knowledge, Skills and Abilities:**

- Associate degree in accounting, business management or directly related field
- Knowledge of office management, bookkeeping and store operations
- Knowledge of retail computer systems
- Technically proficient in computer systems including related software
- Excellent written and verbal communication skills
- Good organizational, time management and multitasking abilities
- Cooperative team player with exceptional interpersonal skills
- Commitment to service excellence and customer satisfaction
- Job requires applicant to pass a Criminal Background Check prior to employment

## **Physical Requirements**

The minimum physical requirements for this position include:

- Ability to stand for an extended period of time, walk, reach, and bend to perform job duties

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- Move and handle merchandise up to 40 pounds, and fixtures throughout the store, which entails lifting and perform all functions as set forth

Job responsibilities may change based on the needs of the business.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an associate encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the associate occasionally works near moving mechanical parts. The associate may work near outside weather conditions. The noise level in the work environment is usually moderate.

I acknowledge that I have reviewed the job description outlined above and agree that it identifies the responsibilities that I have agreed to perform. I also understand that additional duties may be assigned by my manager or supervisor.

## **ACKNOWLEDGEMENT**

I have read and acknowledge the duties that are outlined in this document and hereby agree to the tasks and expectations as provided.

\_\_\_\_\_ Date \_\_\_\_\_  
Associate Signature

\_\_\_\_\_ Date: \_\_\_\_\_  
**Supervisor** Signature