



Office Administrator / Bookkeeper:

RPMC is looking for an experienced Office Administrator/Bookkeeper.

Office Administrator/Bookkeeper responsibilities include keeping financial records updated, preparing reports, and reconciling bank statements. You will utilize QuickBooks to process business transactions, like accounts payable and receivable, disbursements, and receipts. You will utilize Excel for the management and updating of the company pricelists. Other duties may include backup for Order Entry & Logistics activities, accounting department administrative tasks such as filing, mail handling, making bank deposits and keeping bank records, tracking expenses for specific projects, and bookkeeping.

Duties and Responsibilities:

- Accounts Payable: Review vendor invoices for accuracy, ensure timely payments, and identify and correct payment billing and issues.
- Accounts receivable: manage and process incoming payments to matching invoice. Contact customers on past-due accounts.
- Inventory management - Assist in ordering, care, maintenance, and utilization of company equipment, supplies, and inventories.
- Price list management – Update and maintain price lists from our suppliers.
- Prepares routine entries and posts financial transactions; reconciles entries and internal ledgers to financial reporting system reports.
- Cross Train to help Order Entry & Logistics department when needed
- Contact customers and vendors to resolve issues and responds to inquiries by telephone or in writing; refer complex problems for solution.
- Other duties and responsibilities will be defined over time.
- The willingness and ability to comply with local, state, and federal financial regulations, as well as the regulations established by the company itself

Qualifications:

- Bachelor's degree (or equivalent) in finance, accounting, or business
- Five years of Quickbooks experience
- Five years of Excel experience
- Understand the accounting process and procedures.
- Detail-oriented, strong organizational skills, and the ability to multitask
- Problem-solving and decision-making skills, ability to manage their time well with minimal supervision.
- Advanced computer skills including Microsoft Office – Word, Excel, Teams, and Outlook and data entry and/or word processing skills.
- Ability to work independently and multi-task in a fast-paced and growing team environment
- Maintain a positive attitude and willingness to work with all team members.

Company Benefits:

Salary: Negotiable depending on experience.

RPMC Lasers 401K plan is available after 1 year of employment.

Healthcare plan available

10 days of vacation per year

This position reports to the Operations Manager

Position location in O'Fallon, Missouri.

If you are interested in this position or know someone who might be, please email your resume to: operations@rpmclasers.com