



Job Title: Office Manager
Employment Type: Full-Time, Exempt Salaried position
Location: Silverthorne, Colorado hybrid remote/in office
Pay Range: \$60,000 – \$85,000 annually
Position Opens: January 19, 2024
Position Closes: 5:00 PM MST on February 9, 2024

CPS Overview:

CPS is a land use planning firm driven to understand our clients’ unique needs in order to support them in reaching their land use and community development goals efficiently and effectively. We specialize in rural and mountainous communities throughout the Rocky Mountain region who are experiencing growth and land use pressures.

Most of our partner communities are rural in character and enjoy extensive natural amenities including agricultural production, outdoor recreation, and/or tourism activities. While there are similarities between each of these communities, there are not always consistent solutions to land use circumstances. We strive to find the uniqueness which makes each community special and authentic and allow this quality to guide our interpretation, recommendations, and personalized approach.

Essential to our approach is providing the highest level of customer service. CPS customer service focuses on developing a long-term partnership, being responsive to inquiries, and communicating effectively.

CPS offers the following benefits for our employees:

- Flexible hybrid work schedule with ability to work remotely and in office
- Unlimited flexible vacation time
- 48 hours of sick leave per year
- Paid Holidays
- 401K with 6% company match
- Professional development reimbursement
- Career pathing
- Company paid health insurance
- Profit sharing program

We are seeking a motivated, driven individual to join our team to support our planning services and client communities. Please visit www.planstrategize.com for additional company information and service areas.

Position Overview:

The Office Manager will organize and coordinate office administration and procedures to ensure organizational effectiveness, efficiency, and safety. The Office Manager is responsible for

supporting our team members, managing administrative tasks and functions, and overseeing our third-party contractors. These responsibilities are broken down by various essential duties and key responsibilities below.

The successful office manager is an energetic professional who doesn't mind wearing multiple hats. They must be experienced in handling a wide range of administrative, financial, and executive support-related tasks while working independently with little or no supervision in a remote work environment. The successful candidate will be well organized, flexible, and someone who enjoys the administrative challenges of supporting an small and adaptable office of diverse people and clients.

Essential Duties & Responsibilities:

- Continually analyze and monitor company policies and procedures, oversee adherence to them and update as needed.
- Monitor and maintain office supplies inventory. Review and approve office supply orders and purchases.
- Maintain organization of electronic filing for all new projects and clients plus physical office files.
- Coordinate with CPS team members in the proper submittal and review of timesheets, invoices, and other project management tools and procedures. Generate reports on project and financial data and metrics such as budgets, timesheets, timeline, and other metrics and keep the Leadership Team informed. Oversee and coordinate with payroll company to ensure proper wages, deductions, and benefits are included. Ensure, file, and verify all payroll taxes are paid and filed with reporting agencies.
- Monitor and update financial reports within QuickBooks ("QB"). The Office Manager is the CPS QB "power user" which means they will be the point of contact for all things QB and to track updates and make recommendation to Leadership Team on updates and operational changes to best utilize the software and increase operational efficiency.
- Oversee contracted bookkeeper and coordinate monthly reports, reconciliation between QB, BigTime, and CPS bank accounts.
- Create and oversee the creation, review, delivery, and payment of client invoices.
- Oversee, track, and monitor employee benefits like sick time, vacation, 401K, healthcare.
- Provide administrative support to CPS employees.
- Coordinate with IT contractor on all office equipment and software.
- Manage relationships with vendors, service providers, and landlord, ensuring that all items are invoiced and paid on time.
- Participates in the solicitation, evaluation, and negotiation of third-party vendor and service providers. Administers administrative contracts once executed.
- Primary responder to main office phone line.

- Develop technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals, and reviewing industry publications.
- Assist in the planning and execution of company events.
- Maintain company-wide HR compliance with support from CPS's contracted service provider and ensure security, integrity, and confidentiality of data.
- Facilitating and participating in the onboarding and training of new staff members.
- Establish and monitor procedures for record-keeping.
- Performs other duties as appropriate and necessary for the execution of these job duties and responsibilities.

Knowledge Desired:

The position is one that requires knowledge of a wide range of business and organizational principles. Below is a list of knowledge areas that the successful candidate will need to know and/or learn in order to support our small, nimble, and adaptable team.

- Knowledge of office management responsibilities, systems, and procedures. Experience working with ADP TotalSource, BigTime time management and invoicing, QuickBooks Online, SharePoint, MS Teams, Microsoft Office, and/or Adobe Creative Cloud are desired.
- Knowledge of accounting, data, and administrative management practices and procedures including the ability to reconcile finances and interpret and apply data sets.
- Knowledge of clerical practices and procedures.
- Knowledge of human resources management practices and procedures including compliance with state and federal filing requirements.
- Knowledge of business and management principles.

Skills Required:

- Strong customer service, communication, and interpersonal skills to develop and maintain good working relationships with colleagues and clients.
- Excellent organizational skills and attention to detail.
- Excellent time management skills and ability to multitask and prioritize work. Ability to work on several projects or issues simultaneously.
- Exceptional attention to detail and problem-solving skills.
- Excellent written and verbal communication skills.
- Strong organizational and planning skills.
- Ability to research a variety of administrative, management, human resource, regulatory, and land use planning topics.

Minimum Qualifications:

- Proven office management, administrative experience

- Established financial bookkeeping, billing, and minor accounting understanding.
- A high degree of self-motivation, responsibility, flexibility, and resourcefulness. Works well in a team setting, as well as independently.
- Experience in local government is desired and knowledge, understanding, and experience working with small, rural communities is a bonus.
- Any combination of education and experience will be considered.

Additional Requirements:

- Reliable transportation.
- Ability to travel: Local, regional, and statewide project-related travel may be required, including project-related site visits and multi-night stays.

Application Process:

All interested candidates must submit a cover letter, resume, and three references to information@planstrategize.com no later than **5:00 pm MST on the position closing date**. Please include any information you'd like us to evaluate.