



## **OFFICE MANAGER** at BlackInk IT, Indianapolis, IN

Are you a dynamic, motivated, and well-organized professional who is passionate about improving the working lives of others? We are a team of talented professionals who appreciate excellence and ingenuity. We have been around for 25+ years, challenging status quo and helping our clients succeed.

### **WHAT YOU WILL BE DOING**

#### **Bookkeeping**

- Enter all payables and receivables into financial systems (QuickBooks) and ensure records are maintained according to GAAP
- Manage all aspects of A/R, A/P, banking, and client billing
- Develop strong relationships with vendor partners and client accounts payable staff
- Maintaining and filing of material corporate documents
- General ledger maintenance
- Assist with cash flow analysis and monthly financial reporting

#### **Operations**

- Managing HR files and processing payroll with Insperity
- Assist in managing contract renewals and agreements with clients and partners
- Assist Sales Operations Support with sales and purchase order management

#### **Administrative Support**

- Welcome team members and visitors as they arrive
- Answer incoming calls and directing to the right person
- Assist leadership team in calendar appointments
- Prep and coordination for client and all-company meetings

### **REQUIRED KNOWLEDGE & SKILLS**

- Strong understanding of accounting / finance transactions and GAAP standards
- Proficient with QuickBooks preferred, and Microsoft Outlook, Word, PowerPoint, and Excel
- Effective interpersonal skills, strong communication skills with a user-friendly language.

### **WHAT WE VALUE**

- People with passion for BlackInk IT services and willingness to give what it takes
- Proactive problem-solvers with confidence in your skills and humility in your approach
- Adaptive to change and enjoys learning in a fast-paced environment
- Detail-orientated people that can manage multiple concurrent projects and deadlines
- Hunger to always keeping learning and growing

### **ABOUT US**

- We believe people are first
- We want you to make a significant impact

- We move quickly and expect a lot from our people
- We always try to do the right thing

#### **THE BENEFITS**

- Medical, dental and vision insurance
- Short and long-term disability
- 401K
- Training and personal development
- Paid cell phone
- Paid time off
- Free parking

Interested in applying? Check out our current openings or email [jobs@blackinkit.com](mailto:jobs@blackinkit.com).

Don't see what you're looking for? We're always interested in connecting with talented people, shoot an email to [jobs@blackinkit.com](mailto:jobs@blackinkit.com).