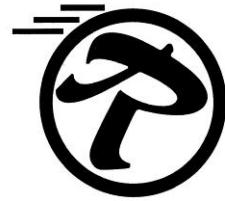


Rolling R Enterprises Inc.

Job Description

Office Manager



Job title: Office Manager

Work Location: 628 E US Hwy 78, Brawley, CA 92227

Division/Department: Rolling R Enterprises

Reports to: President/General Manager

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities:

The Office Manager is responsible to conduct the financial transactions and record keeping for the company at the instruction of the company president and the accountant. Additionally he/she must manage the information systems and processes within our human resources and compliance responsibilities. Specific responsibilities include:

- Complete weekly payroll
- Implement Accounts receivable process.
- Manage accounts payable
- Conduct human resource activities
- Establish and maintain business record keeping system

Required Skills and Expectations

The Office manager keeps the company on track and facilitates the conduct of revenue generating activities. Consistent performance, attention to detail and analytical thinking are vital skills for this position. Success at this job involves smooth and effective office system operation with a constant eye on improvement and adjustment to a constantly changing compliance environment. Specific skills include:

- Specific knowledge and experience managing payroll, accounts receivable and accounts payable.
- Verbal and written communication skills- Bilingual (Spanish and English) is a big plus.
- Excellent computer proficiency (**Quickbooks**, Word, Excel, Outlook)
- Must be able to work with a high degree of accuracy.
- Ability to work independently and to carry out assignments to completion
- High school diploma or GED required, some accounting experience strongly preferred.
- Must be able to work long hours and weekends during harvest season (May to August)
- Willing and able to do other tasks and fulfil other roles as required.

Physical Requirements:

- Must be able to talk, listen and speak clearly on telephone
- Needs to be able to carry 30 lbs- (office supplies, filing boxes etc)
- Needs to be able to climb a stepladder
- Needs to have a valid driver's license

Compensation and Benefits

- \$1120 per week base salary
- Medical insurance available after a 90 day waiting period. (Employees pay a fee for their dependents)
- Profit sharing after one year of employment
- 2 weeks (12 days) of paid time off (sick and vacation combined) This is pro-rated the first year based on an October 1st regeneration date.

Note: There will be an initial probationary employment period of 30 calendar days after which either party can terminate the arrangement without penalty.