

**Seeking tech-savvy Executive Assistant/Office Manager for company located in San Diego, CA (onsite, full-time).**

**Requirements:**

- Proven experience (minimum 7 years) as an Executive Assistant/Office Manager with 3+ years of current bookkeeping experience using QuickBooks online.
- Must be extremely tech-savvy in all Microsoft Office Suite software (Word, Excel, PowerPoint, Outlook), QuickBooks Online, and other relevant applications and overall tech savvy with phones, email accounts, etc.
- Strong organizational, time-management, and communication skills.
- Attention to detail and ability to handle confidential information with discretion.
- Bachelor's degree or equivalent experience preferred but not required.

**Duties include but are not limited to:**

- Oversee daily office activities.
- Maintain inventory of office supplies and place orders as necessary.
- Coordinate maintenance and repairs for office equipment and facilities.
- Provide high-level administrative support to the Executive, including scheduling meetings, managing calendars, and handling correspondence.
- Prepare and distribute memos, letters, reports, and other documents.
- Assist in preparing PowerPoint presentations and documents for meetings.
- Utilize QuickBooks Online expertise to manage bookkeeping needs.
- Process payments and conduct office accounts payable functions.
- Perform bank statement reconciliations and ensure accuracy in financial records.
- Demonstrated proficiency in Microsoft Office Suite for document creation, data analysis, and communication.
- Assist in the preparation and submission of expense reports, ensuring accuracy and adherence to company policies.

Salary will depend on experience, education and skillset, \$60-85,000 per year including bonus.