



A Passion For Excellence

Office Manager Chattanooga, Tennessee

The Facilities Maintenance Division is seeking an Office Manager based out of the Volkswagen facility in Chattanooga, Tennessee. This positions main responsibilities are to process payroll, expense reports and lodging bills for branches.

Requirements:

- Associates degree in accounting preferred.
- High School Diploma acceptable.
- PC experience in word processing and data based programs a must.
- Understanding of payroll procedures, taxes and tax requirements is ideal.
- Understanding of JD Edwards payroll software a plus.
- Professional oral and written interpersonal communication preferred.
- 1-2 year's experience in accounting or payroll.

Responsibilities:

- Ensures the accounting function is completed to include preparing payroll sheets and transmitting information to corporate payroll department, investigating and resolving all payroll discrepancies.
- Assures completion, reconciliation and timely submission of work orders, insuring pricing and customer requirements are complete and accurate, management and administration of imprest funds, investigates and makes decisions on vendor/supplier questions and problems with branch purchases.
- Maintain control of branch purchase orders and related documents, including auditing for accuracy and timely submission of appropriate forms. Includes investigating and resolving inaccuracies in purchases, implement and maintain cost control measures and support branch to insure financial goals are achieved and negotiates and purchases from local vendors branch supplies.
- Assist the Manager with equipment and personnel scheduling.
- Performs general support functions to include, supporting managers and/or sales personnel with all correspondences with internal and external contacts. Investigates and resolves personnel questions and audits DOT paperwork.

Please send resume and salary requirements to hweissman@mpwservices.com