



## **Attachment A. Essential Functions**

The Office Manager for Cascade will execute and manage all aspects of general office functions including but not limited to: Ordering and Maintaining Office Supplies; Scheduling; Preparing Documents and Reports for staff members; Bookkeeping and Customer Relations.

### Office Management

- Open, copy, sort, and route incoming mail, answer correspondence, and prepare outgoing mail, file mail, business transactions, and other activities.
- Operate, troubleshoot, and maintain office machines, such as photocopiers and scanners, facsimile machines, voice mail systems, and personal computers.
- Maintain and update filing, inventory, mailing, and database systems, either manually or using a computer.
- Inventory and maintain supplies, order materials, supplies, and services, deliver messages and run errands.
- Prepare documentation for contracts, transactions, or regulatory compliance.
- Proofread documents, records, or other files to ensure accuracy.
- Coordinate special events, open house, Christmas party, and quarterly lunches.
- Other duties as assigned to meet future business needs or demands

### Accounting

- A/R functions including but not limited to: generating and sending customer invoices, related follow up for receipt of those invoices by the client, and posting of customer payments
- Collect deposits, payments or fees, count, and disburse money, complete banking transactions, deliver messages, and run errands.
- Assist with tax reporting by working with company CPA firm
- Manage company bills and related payment processing, analysis, and reporting
- Collect data, generate and review bi-weekly & month-end reports including A/R aging, P&L, Cash Flow, and related financial reports.

### Payroll

- Process payroll, compute wages and deductions, issue employee paychecks, statements of earnings and deductions via ADP or similar software by entering employee hours from Clicktime Reports
- Review time sheets, work charts, wage computation, and other information to detect and reconcile payroll discrepancies.
- Process paperwork for new employees and enter employee information into the payroll system.
- Verify attendance, hours worked, and pay adjustments, and post information.

- Record employee information, such as exemptions, transfers, and resignations, to maintain and update payroll records.
- Issue and record adjustments to pay related to previous errors or retroactive increases.
- Keep track of leave time, such as vacation, personal, and sick leave, for employees.
- Provide information to employees and managers on payroll matters, tax issues, benefit plans, and collective agreement provisions.
- Keep informed about changes in tax and deduction laws that apply to the payroll process.
- Reconcile payroll accounts.

#### Human Resources

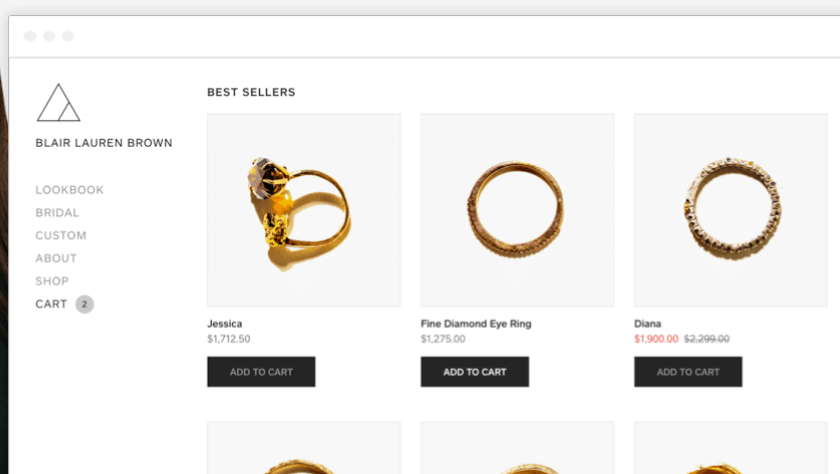
- Administer compensation and benefits programs, complete, verify, and process forms and documentation for administration of benefits such as unemployment and medical insurance.
- Maintain personnel records
- Manage human resources activities, analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements.
- Serve as a liaison between management and employees by handling questions, interpreting and administering contracts and helping resolve benefit-related problems.
- Advise managers on organizational policy matters, such as equal employment opportunity and sexual harassment, and recommend needed changes.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for promotion, and employee benefits.
- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, and absenteeism rates.

#### Project Support

- Generate monthly customer invoices, budget remaining, activity and expense reports
- Adjust, move and track billing hours, project expenses, and project addendums
- Review contracts for insurance requirements, billing information, and contract limitations.
- Obtain and file Certificate of Insurance forms.
- Track commission payments, payments to sub-consultants, and project suppliers
- Review proposals, contracts, and company documentation for accuracy, issues, and concerns.
- Archive and close old projects files, QuickBooks files, ClickTime database, Sharp Printer, and all pertinent databases

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