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## **Island Refrigeration and Marine Electrical**

# Office Manager

Pay: \$35-\$50/hour DOE or salary

#### **About Us:**

We are a growing marine refrigeration, electrical, and electronics company serving Southeast Alaska's commercial fishing industry. Our technicians design, build, install and service a variety of marine equipment and highly advanced controls. We aim to be a leading force in our industry. We need an experienced Office Manager to oversee financial management, pursue grants and partnerships, and support daily operations. We use QuickBooks Online in conjunction with SOS Inventory software. We are committed to maintaining a healthy and enjoyable work environment to build long-lasting relationships. Our key values are consideration, appreciation, and a desire to help each other and the fleet to succeed!

#### Pay & Benefits:

- \$35-\$50/hour DOE or salary
- 40 hours paid time off/sick leave annually
- Customized benefits packages (IRA, Medical, Dental, Additional PTO, etc.)
- Merit-based raises and bonuses
- Company fuel card for personal vehicle use
- Temporary housing assistance available for relocation to Petersburg, AK
- Partnership, profit-sharing and investment opportunities after 1 year

### Responsibilities:

- Manage company finances, bookkeeping, and reporting in QuickBooks Online
- Oversee all accounts, payroll, and bank reconciliations
- Create, track and report budgets, expenses, and profitability
- Guide and maintain company principals

## Responsibilities cont'd:

- Advise General Manager on cash flows, transactions and business decisions
- Advise and support our Purchasing A/P Manager and Service Manager
- Coordinate with our IT and Marketing Specialist
- Pursue grants and funding opportunities
- Support hiring and HR recordkeeping
- Guide investor agreements, transactions and disbursements
- Maintain compliance with state and federal requirements
- Work closely with ownership to guide company growth and strategy
- Prepare books for taxes
- Assisting with apprenticeship records

#### Requirements:

- <u>Must be willing to relocate to Petersburg, AK (temporary housing can be arranged)</u>
- Positive and respectful attitude and the ability to lead a team
- Proven office management or financial administration experience
- A degree in business finance or similar is strongly preferred
- Proficiency with QuickBooks Online and able to learn new software
- Excellent computer skills and technological aptitude
- Strong background in accounting, payroll, and reporting
- Experience pursuing and managing grants preferred
- Excellent organizational and communication skills
- Ability to work independently and manage multiple priorities
- Knowledge of the commercial fishing industry highly preferred

## **Professional Growth:**

Our rapidly growing business has many facets and proven potential. We invest in our team with training and custom tailor their roles to ensure they are doing what they do best and enjoy their work. Investment into Island Refrigeration is welcomed to committed and proven team members. Specialization and advancement come as we grow. Motivation and efficiency are valued and rewarded through raises and

#### Schedule:

Full-time with regular business hours. Regular business hours are Mon-Fri 8am-5pm. Flexible hours and partial remote work is an option with proper planning. Schedules are flexible to family needs and plans, expecting only that considerate notice is given and responsibilities can be reliably accomplished

## **Equal Opportunity Statement:**

We are an equal opportunity employer. We consider all qualified applicants without regard to race, color, religion, sex, national origin, disability, veteran status, or any other protected characteristic.

## **Application Instructions:**

To apply, please send a resume and brief cover letter to <a href="mailto:Brock@islandref.com">Brock@islandref.com</a>. Be sure to include "Office Manager" in the subject line. Visit our website <a href="mailto:Islandref.com">Islandref.com</a> for further information about us.