OFFICE MANAGER / Billings and Payroll Administrator

krM Architecture is seeking an Office Manager with highly refined organizational and management skills to support the smooth and efficient operation of the firm. The Office Manager will be responsible for a variety of tasks including bookkeeping, accounts receivable, billing, and payroll. This is a critical role for the firm and the qualified candidate will be detail-oriented with excellent interpersonal skills.

Job Responsibilities

- Maintaining firm bookkeeping (including customer billing/invoicing, collections entry of vendor payables and disbursements, coordination of payroll, payroll tax filings, bank, and credit card reconciliations)
- Organizing human resource record-keeping systems including filing, protecting, accessing employee files and documentation
- Coordinating employee health insurance and other employee benefits
- Planning and coordinating employee meetings and work-related events
- Providing administrative support to all team members
- Perform other office tasks to facilitate the operation of the firm as needed.

Education, Experience & Qualifications

The Office Manager should have an Associate Degree in accounting or business administration, or equivalent business experience and three to five years of demonstrated and increasing responsibility. Preference will be given to candidates that can demonstrate the following qualifications.

- Three to five years of billing and payroll experience with strong knowledge of general principles, processes, and procedures of accounting and bookkeeping
- Possess working knowledge of Microsoft Office Suite, including Word, Outlook, and Excel applications; and payroll management and/or accounting software; experience with Deltek’s Ajera Accounting & Project Management software a plus
- Strong ability to perform multiple tasks at the same time, prioritize assignments, and ensure details are followed in executing tasks
- Strong interpersonal skills to interact positively with all employees and clients
- Ability to keep information with the highest level of confidentiality and apply utmost discretion
- Possess outstanding problem-solving skills; written and verbal communication skills; and the ability to work independently without much supervision.

This is a full time, salaried position and may require occasional travel between offices.

Salary and Benefits

We offer:

- Competitive pay based on experience and qualifications
- 401K with company match
- Medical, dental and vision insurance plans
- Professional development and training
- Wellness/fitness reimbursements
- Life insurance coverage
- Short- and long-term disability coverage
- Paid vacation and holiday time
About krM Architecture
A vibrant and growing firm, krM Architecture has established itself as an industry leader throughout the mid-west. With a focus on civic, education and healthcare projects, krM understands that the spaces we design have a profound and powerful impact on the individuals and communities that will put them to use. As a studio of talented craftspeople, we advocate for solutions that are sustainable, innovative and environmentally-conscience. krM Architecture was honored to be named AIA Indiana’s Distinguished Firm of the Year for 2017.

Founded in 1978, we have two office locations: Indianapolis, and Anderson. We work with growth-minded clients throughout the Midwest. We pride ourselves on being a great place to work with a disciplined, collaborative culture. We believe there is power in design and we work rigorously to leave an enduring legacy in the communities in which we serve.

Qualified and interested candidates should submit a cover and resume to sgodfrey@krMarchitecture.com.