



Accounting Office Manager

Valley Pacific Petroleum Services is looking for an Office Manager within the accounting team in Stockton, CA. This is a full-time position. The individual will report to the CFO and work closely with and manage the billing, AR and AP staff. Responsibilities include, but are not limited to, supervising, training, and hiring; preparing and reviewing appropriate ledger entries and reconciliations; learning and mastering the company's ERP system; ensuring proper controls are in-place and that record keeping is accurate, complete and on-time.

Key Responsibilities:

- Train with hourly staff to learn responsibilities performed by the team reporting to the Office Manager. The goal thereafter would be to refine processes and documentation as well as the ability to assist the team with daily deliverables when needed.
- Ensure that each employee reporting to the Office Manager understands what is expected of him/her and how their individual performance is perceived. This includes formal performance evaluations annually and informal coaching that is frequent, candid, and constructive.
- Ensure that the corporation's Mission Statement and other "governing values" are understood and supported by all direct reports.
- Make sure that the accounting department operates in an aggressively safe and secure manner. Alert Forms and Incident Reports are properly completed, submitted, studied and acted-upon.
- As a senior manager, contribute to the overall success of the company. Act in a positive, cooperative manner with other managers. If requested, participate in other divisions' financial analysis and strategic planning processes. Accomplish special tasks assigned by the CFO.

Required/Preferred Skills, Experience, and Qualifications:

- Strong interpersonal, problem-solving, analytical, and team building skills.
- Solid communication skills to effectively communicate with customers, vendors, sales team, and employees throughout the company.
- GAAP knowledge to ensure we have proper controls in place, and that record-keeping is accurate and fully satisfactory to outside auditors, bankers, agencies, etc.
- Prefer a bachelor's degree in accounting for finance with 5+ years of experience within an accounting department.
- Work ethics and personality traits include: pleasant, positive, reachable, honest, dependable, competent, energetic, ambitious, confident, and professional.

Compensation and Benefits:

- Salary range: \$70,000 - \$100,000 annually.
- Medical/Dental/Life Insurance/401K Match
- Plus More!

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