

## **Architectura PC, Rochester NY is seeking a full-time Office Manager**

Architectura is a dynamic and growing organization that values teamwork, innovation, and a strong commitment to delivering excellence. We are currently seeking a highly organized and detail-oriented Office Manager to oversee our office operations and ensure that everything in the office runs smoothly.

The Office Manager will be responsible for managing a wide range of tasks across several key functions. This is a multifaceted role requiring excellent organizational skills, attention to detail, and the ability to manage multiple priorities in a fast-paced environment.

### Responsibilities

- Office Finances (Accounts Receivable, Accounts Payable, Budgeting and General Accounts Management)
- Project Administration (Tracking & Reporting)
- Human Resources (Employee Pay and Benefits)
- Computer System Management (Software, Hardware, IT Liaison w/Vendor)
- Facilities Management
- Marketing (in Coordination with Design Staff)

### Qualifications:

- Certifications and/or demonstrated success in Business Administration, Accounting, Human Resources, or related field.
- Minimum of 5 years of experience in office management; financial management and oversight, and human resources duties.
- Strong understanding of office management procedures and basic accounting principles.
- Experience with project management and tracking tools (Monograph or similar)
- Proficient in Microsoft Office Suite (Excel, Word, PowerPoint) and familiarity with financial software (QuickBooks).
- Solid understanding of payroll systems and employee benefits management.
- Strong communication skills, both written and verbal.
- Ability to handle multiple tasks and prioritize effectively in a fast-paced environment.
- High attention to detail and strong organizational skills.
- Knowledge of marketing principles and social media platforms is a plus.

### Compensation

- Competitive salary and benefits commensurate with candidate's experience and qualifications.

If you are a proactive, detail-oriented professional who thrives in a multifaceted environment, send your resume and cover letter to: [architectura@architecturapc.com](mailto:architectura@architecturapc.com)

Architectura is an equal opportunity employer.