

Job Posting – April 14th, 2023

Office Manager

About Long View Forest

Long View Forest is an employee-owned company founded in 1999 and based in Westminster & Hartland, VT. Our mission is to practice and support exceptional forestry in the greater Connecticut River Valley of Vermont, New Hampshire, Massachusetts, and beyond. Our 35 employees provide a complete range of services to landowners including forest management, timber harvesting, clearing, invasive plant control, and trail building. We also manage several affiliated businesses, including real estate investments and specialized forestry equipment companies. We are a growing organization seeking long-term employees who can thrive in an entrepreneurial environment and help us achieve our mission.



One of Long View's harvester and forwarder teams doing thinning work in the forest.

About this Job

Long View has an immediate opening for a full-time **Office Manager** working as part of a three-person administrative team in our Hartland, VT office.

The successful candidate's key areas of responsibility will include payroll, accounts receivable and payable, reconciling accounts, and assisting with general business systems administration and development.

The Office Manager will have the opportunity to develop professionally and to take on new responsibilities as the business grows.



Long View's Hartland, VT Main Office

Key Duties & Responsibilities

- Administer Payroll: Manage and process payroll every other Wednesday using Microsoft Access database and QuickBooks software.
- Manage Accounts Receivable & Payable: Work with Long View's Division Managers and other sales staff to originate invoices and process payments.
- Reconcile and Manage Accounts: Review and reconcile bank, credit card, and other account statements.
- In-Person Office Support: Provide support to staff in our Hartland, VT office Monday through Friday. Limited remote work options are possible after a training period.
- Assist with Other Duties: Pitch in wherever needed to learn and help improve all aspects of Long View's office systems including IT, purchasing, legal and tax filings, and human resource and benefit programs.

Applicants must . . .

- show attention to detail and be highly organized and responsive.
- work well independently and as part of a team.
- have good verbal and written communication skills.
- be open to learning new things and good at taking initiative, problem solving, and follow through.

Applicants will ideally . . .

- have experience with Quickbooks (or other accounting software).
- be highly proficient with Microsoft Office applications (Excel, Word, Outlook, etc.).
- have some background in business, bookkeeping, or accounting.
- have experience in a multi-company environment.

Compensation & Benefits

- \$40 - \$80k annual compensation (salary or hourly) depending on experience and qualifications.
- Paid time off, health insurance, retirement, life & disability, profit sharing, stock awards.

Application & Hiring Process

Applications open April 14th with interviews beginning May 15th and position filled as soon as successful candidate is available to begin work.

Email a cover letter and resume to **Dan French**, dfrench@longviewforest.com or mail to Long View Forest, 31 Ferry Road, Hartland, VT 05048.

We are prepared to provide training and support to a highly motivated but unconventional applicant and encourage those who are interested but may feel over or underqualified to apply.

Employment in this position is contingent upon, consent to, and successful completion of a pre-employment background check. Long View provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, gender, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.