

Staff Accountant/Office Manager

Full-Time position located at MXOtech in Chicago, IL

MXOtech is a technology consulting firm with a focus on IT Managed Services and Custom Software Development. We're a growing boutique firm located in the West Loop looking for an Staff Accountant/Office Manager to join a fantastic team of IT Consultants.

Overall responsibility:

The Office Manager/Bookkeeper will be responsible for full charge bookkeeping activities as well as all office management tasks. The ideal candidate will have a passion for helping maintain the already established company culture and be someone people feel comfortable coming to for help. We are looking for someone who is detail oriented but loves interacting with people and creating a fun culture at the same time.

Primary Duties and Responsibilities:

- Full charge bookkeeping (AR/AP/Payroll/Journal Entries/Financial Reporting)
- 1099 reporting
- Ad Hoc reporting
- Credit card transaction coding
- Sales order billing
- Lunch & meeting orders
- Mail/package distribution
- Office supply orders
- Visitor welcoming sign in/out
- Internal event management
- Initiate performance reviews
- Onboard/Offboard new employees
- Benefit management (health/dental/vision/401K)
- Head culture committee

Qualifications:

- 3-5 years in a similar role
- 3 years' experience with QuickBooks
- 3 years admin or office management experience
- MSP experience is preferred
- ConnectWise experience is preferred
- Connect Booster experience is preferred

Skills:

- Must be highly organized
- Must be able to communicate effectively with Staff and C Level personnel
- Must have a sense of urgency
- Tech Savvy
- Detailed Oriented

Physical demands:

- Ability to periodically stand or walk
- Ability to bend, squat, climb stairs and lift periodically
- Ability to lift up to 50 pounds occasionally

Perks:

- Three different BCBSIL health plans, dental, vision and tax-savings health and commuter benefits
- 401k retirement planning opportunities, Divvy bike passes, cutting-edge training opportunities, company lunches and breakfasts, team awards, special company events and celebrations housed within a modern, cozy, work environment.

Visit <https://www.mxotech.com/about-us/careers/> for more information and apply to jobs@mxotech.com.