



OFFICE MANAGER / BOOKKEEPER

Are you a take-charge professional with a knack for numbers?

Bullzeye Equipment & Supply is seeking a highly organized and detail-oriented Office Manager/Bookkeeper! The Office Manager/Bookkeeper's overall responsibility will be to ensure accurate financial reporting and accounting while also carrying out daily administrative tasks related to the office operations.

Details

- \$40,000–\$55,000 per year
- Monday–Friday | 8AM–5PM | In-Person (St. Stephen, SC)
- Health & Life Insurance
- Paid time off

Job Summary

- **Accounting and Bookkeeping:** Manage day-to-day financial operations, including accounts payable, receivable, and general ledger. Prepare financial reports and reconcile bank statements. Use QuickBooks Online Software.
- **Daily Operations:** Oversee office systems and procedures, ensuring optimal efficiency. Manage office supplies, equipment, and facilities.
- **Team Management:** Supervise and work with a small office staff, assigning tasks, offering assistance, and evaluating performance.
- **Human Resources:** Assist with recruitment, onboarding, and employee relations. Maintain employee records and handle payroll processing.
- **Customer Support:** Provide excellent customer service by handling inquiries, resolving issues, and building strong relationships.

Qualifications

- Proven experience in office management.
- Proficiency in **QuickBooks Online**.
- Strong financial analysis skills.
- Excellent organizational and time management abilities.
- Bachelor's degree in accounting, finance, or a related field, OR at least 2-3 years of related experience.

About Bullzeye Equipment & Supply

Bullzeye Equipment & Supply, founded in 2012, is a small distribution company which specializes in renting and selling construction equipment and supplies nationwide. The



company offers a vast product line, with a catalog featuring over 50,000 unique products. If you are a results-oriented individual with a passion for efficiency, we encourage you to apply now!

Compensation: \$40,000.00 - \$55,000.00 per year

ABOUT BULLZEYE EQUIPMENT & SUPPLY

Bullseye Equipment & Supply is an authorized distributor of construction and industrial equipment, hand & power tools, safety & security products, jobsite supplies, material handling, work clothing, and footwear. Our aim is to provide exceptional equipment and supply service along with competitive pricing to all of our customers, locally and nationwide. Whether the job requires plastic barricades or construction equipment, we provide the trusted brands and industry experience to enable our customers to take on whatever their project requires.

INTERESTED IN JOINING OUR TEAM?

As an equal opportunity employer, we value the relationships we have with our clients and our employees. We are always seeking qualified people, who are eager to build a successful career with us. If you're interested, please fill out our application and we will review it as future openings and positions become available.

BULLZEYE EQUIPMENT & SUPPLY
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