



DENONCOUR CONSTRUCTION

OFFICE ADMINISTRATOR DETAILED JOB DESCRIPTION

POSITION OVERVIEW

This role is responsible for building and maintaining all administrative systems of the company. You will create structure, organization, and repeatable processes that support field production.

CORE RESPONSIBILITIES

- Accounts receivable and payable management
- Scan and organize receipts using Dext
- Provide financial records to bookkeeper
- Pay bills, taxes, and manage expenses
- Set up and maintain job folders
- Initiate projects in Dext, QuickBooks, and Gusto
- Maintain subcontractor W9 and COI records
- Review and approve timesheets
- Manage vehicle maintenance and insurance
- Maintain contractor database
- Answer calls and manage inquiries
- Keep office supplies stocked

SYSTEM DEVELOPMENT

- Build checklists for common tasks
- Create structured workflows
- Improve and standardize processes

30 DAY OUTCOMES

- 10+ documented task checklists
- Daily, weekly, monthly, quarterly task system
- Organized Google Drive structure

SUCCESS METRICS

- Organized, accessible information
- Reduced owner workload
- Consistent systems execution