

We are seeking a dynamic and highly organized Office Manager/Bookkeeper to join our team! This vital role combines administrative leadership with financial oversight, ensuring the smooth operation of our office environment. The ideal candidate will be proactive, detail-oriented, and possess excellent communication skills. You will manage daily office functions, handle bookkeeping responsibilities, and provide exceptional customer support to both clients and team members. This position offers an exciting opportunity to contribute to a thriving organization while developing your professional skills in a fast-paced setting. Additional responsibilities

Please email Doug at doug@buckpond.com or (859) 421-9628