



Bookkeeper/Office Administrator

Position Type: Full-Time, Salaried

Compensation: \$44K-56K/year

Location: Richmond, IN (100% On-site)

Reports To: President

About Doxpop

Doxpop, LLC is a team of 16 employees providing web-based information services since 2001 to the general public, the legal profession, the title insurance industry, and other subscribers. We pride ourselves on accuracy, accessibility, and exceptional service. This role within our team offers the unique opportunity to directly impact our daily operations, efficiency, and company culture.

Position Overview

Doxpop seeks an organized, meticulous Bookkeeper/Office Administrator to handle daily financial operations, coordinate payroll and benefits with our Certified Professional Employer Organization (CPEO), and provide general office support. Working directly with the President, you will ensure total financial accuracy, optimized cash management, and smooth administrative workflows from our Richmond office.

Key Responsibilities

- **Accounts Payable:** Scan, record, and process vendor invoices accurately and on time.
- **Financial & Treasury Management:** Monitor weekly cash flow, ensure sufficient funds for Electronic Funds Transfers (EFTs), optimize interest via money market accounts, and execute standard accounting entries and reconciliations.
- **Payroll & Benefits:** Assist in payroll preparation, data entry, and approval through our CPEO. Coordinate employee benefit enrollments (Medical, HSA, Retirement, STD, LTD, AD&D, and Life Insurance).
- **Administrative Support:** Administer internal timesheet approvals, process team expense reports, and maintain physical/digital filing systems.
- **Office Coordination:** Manage day-to-day office needs, including supply inventory, incoming mail, and maintaining a welcoming office environment.

Qualifications

- **Experience:** 3+ years of professional bookkeeping, accounting support, or office administration experience.
- **Software Mastery:** High proficiency in QuickBooks and Microsoft Excel.
- **Functional Knowledge:** Practical understanding of payroll workflows and basic employee benefits administration (prior experience with a PEO/CPEO is a strong plus).
- **Core Skills:** Exceptional data entry accuracy, strict integrity handling sensitive financial data, and strong time-management skills.
- **Location:** Must reside near or be willing to relocate to Richmond, Indiana.

What We Offer

- Group medical insurance
- Health Savings Account (HSA) with company contribution
- Retirement plan with company match
- Short-term disability, long-term disability, AD&D, and life Insurance
- A collaborative, stable, and close-knit team environment

How to Apply

We accept applications on a rolling basis. Please email your resume and a brief letter of interest detailing your experience to Ray Ontko, President, at rayo@doxpop.com.

Doxpop values workplace diversity and is an equal opportunity employer. Applicants must be currently authorized to work in the United States on a full-time basis.