

Job Description: Office Administrator

Rutland Oil Company – Guntersville, Alabama

Position Overview

Rutland Oil Company is seeking a reliable and detail-oriented Office Administrator to manage daily office functions and support operational efficiency at our Guntersville location. This position is responsible for accounts payable, accounts receivable, customer communication, scheduling, and several compliance-related tasks essential to our operations.

Key Responsibilities

- Process **accounts payable** including invoice entry, vendor communication, and payment tracking.
- Manage **accounts receivable**, including customer billing, payment posting, statement preparation, and account reconciliation.
- Answer incoming phone calls, assist customers, and direct inquiries as needed.
- Handle **incoming and outgoing mail** and maintain organized records.
- Prepare and file required **environmental reports** accurately and on time.
- **Schedule daily fuel deliveries**, coordinating with drivers, customers, and operations staff.
- Maintain compliance with **local and state sales tax requirements**, including tracking, reporting, and filing.
- Organize digital and physical files, ensuring accurate documentation of all office activities.
- Assist with general office duties such as data entry, ordering supplies, and supporting management as needed.

Qualifications

- High school diploma or equivalent required; education in accounting, business, or office administration is a plus.
- Prior experience in accounts payable/receivable or administrative support required (3-5 years).
- Strong organizational and multitasking skills with a high level of accuracy.

- Good written and verbal communication abilities.
- Proficiency with Microsoft Office (Excel, Word) and general accounting or ERP software.
- Ability to work independently while managing multiple priorities.

Work Environment & Schedule

- Full-time position based in Guntersville, Alabama.
- Hours are 7 a.m. – 3 p.m., Monday–Friday.

How to Apply

Interested candidates should submit a resume and contact information to Rutland Oil Company at oilrutland@gmail.com. No phone calls.