



**POSITION AVAILABLE**  
**Office Manager**

Laborers' Local 405 is a cornerstone of Minnesota's infrastructure workforce, representing approximately 1,000 active members, retirees, and their families throughout the Rochester and Southeastern Minnesota region. Under the guidance of its Executive Board, the Local ensures the integrity of collective bargaining agreements while providing essential services such as job placement, specialized apprenticeship training, and the vigorous enforcement of legal and workplace safety standards.

**PRIMARY OBJECTIVE**

We are seeking detail-oriented Bookkeeper and Office Professional to join our team. Duties include managing our day-to-day accounting, including recording transactions, managing accounts payable and receivable, reconciling bank statements, and assisting payroll and tax preparation to ensure the Local's financial records are accurate and compliant with regulations. Duties also include maintaining the Local member database, assisting members, providing support to other employees of the Local, answering the phone, and any other assigned duties.

**MAJOR AREAS OF RESPONSIBILITY**

- Provide administrative support to ensure efficient office operation
- Manage Accounts Payable/Receivable; Basic Bookkeeping
- Payroll Processing – calculating wages, tax withholdings and processing payroll payments
- Process monthly dues, initiation & readmission fees for members
- Answer phone and email
- Filing, typing, copying, binding, scanning, etc.
- Data entry
- Supports team by performing tasks related to organization
- Maintains supply inventory

**MINIMUM REQUIREMENTS**

- 1-2 years of accounting or finance exposure
- Comprehensive knowledge of MS Excel, MS Word and other Windows-based programs, including email
- Excellent verbal and written communication skills; aptitude for planning and problem solving
- Ability to work independently with a strong attention to detail, and an appreciation for and knowledge of labor unions

**ADDITIONAL INFORMATION**

Pre-employment drug screen and background check

40 hours per week

Salary is commensurate with experience

Health & Welfare and Pension Plan included

To apply email cover letter and resume by April 6<sup>th</sup> to:

Lorne Lundeen, Business Manager/Secretary Treasurer  
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