



## **Job Description Bookkeeper**

### **SUMMARY:**

Responsible for organizing and coordinating various bookkeeping job functions. Some duties and responsibilities will vary as not all departments are organized the same.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Timely processing, posting, and payment of vendor invoices
- Receive, record, and deposit receipts daily
- Process ACH and wire payments and receipts
- Complete monthly bank reconciliations
- Maintain records on existing vendors and customers and establish appropriate records for new accounts
- Verify figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
- Reconcile or note and report discrepancies found in records
- Receive, record, and bank cash checks and vouchers
- Comply with federal, state, and company policies procedures and regulations
- Prepare statistical, financial, accounting or auditing reports pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits/losses
- Coordinate and work with other departments as required
- Performs other duties as needed and/or assigned
- Must be capable of regular and predictable attendance
  - Able to work overtime and weekends as needed
  - Able to work holidays as needed

### **QUALIFICATIONS:**

- Knowledge of Microsoft office, ten key, and other office equipment
- Demonstrated knowledge of QuickBooks
- Strong accounting background
- Effective communication skills
- Ability to manage time wisely
- Advanced knowledge of accounting mathematical formulas
- Ability to keep business matters confidential

### **BENEFITS:**

Health, Life, Short & Long-term Disability, Dental, Vision, 401(k), Flex Spending Plan, Wellness Program, EAP, Paid Holidays, Paid Vacations, Paid Sick Days, Competitive Wage and Great People to work with!

### **WORK ENVIRONMENT:**

The work environment and physical characteristics are representative of those that an employee encounters while performing the essential functions of this position. Refer to the “Essential and Marginal Function Analysis” statement for a complete description of essential functions and functional requirements.

EEO- Pre-Employment Drug Test and Post-Offer Physical Required