

## **Experienced Full-Charge Bookkeeper**

We are seeking a highly organized and responsible Full Charge Bookkeeper to join our team. In this position you will handle all A/P processing, assist with human resources, payroll, assist in inventory reconciliations and handle deposit transactions. The ideal candidate should be a self – starter, critical thinker, problem solver, and demonstrate the ability to maintain confidentiality.

### **Candidates must possess the following criteria**

- Minimum of 7 years of relevant work experience with emphasis on all aspects of bookkeeping, familiarity with financial statements, payroll, and human resources
- Excellent computer skills including a high proficiency with Microsoft Excel, -Knowledge and understanding of the accounting process and impact on financial statements
- Experience with payroll processing and human resources documentation.
- Strong organizational skills
- Ability to work independently with a superb level of accuracy
- Strong interpersonal and communication skills
- Flexibility to adapt to changing work demands and follow through with minimum direction

### **Essential Duties and Responsibilities will be, but are not limited to:**

- All aspects of Accounts Payable, including ensuring timeliness and accuracy of accounts payable, matching purchase orders with invoices, invoice processing, preparing checks for signature.
- Prepare bank deposit slips and post accurately
- Complete bank reconciliations on a monthly basis.
- Prepare and submit monthly sales and use tax filings
- Compile and review payroll timesheets for accuracy
- Monitor employee vacation/sick time and assist with employee inquiries.
- Ensure employment paperwork and insurance forms are received and processed timely and accurately.
- Credit card, and expense report reconciliation
- Review inventory on a monthly basis and assist in investigating inventory discrepancies
- Review A/R on a monthly basis and follow up on overdue accounts
- Provide monthly Financial Statements to management
- Check the accuracy of all business transactions

- Maintain and file all accounting records including maintaining electronic files and necessary file backups
- Comply with local, state, and federal government reporting requirements, including bond renewals
- Other duties may be assigned

Competitive salary based on experience.

**Experience:**

Bookkeeping: 7 years (Required)

QuickBooks or Total Office Management: 5 years (Preferred)

**Benefits:**

HRA

401K

Vacation and Sick time

Tuition reimbursement



