



Bookkeeper

Job Summary: Maintain records of financial transactions by establishing accounts; posting transactions; managing accounts payables and receivables; updating the trial balance, profit-and-loss statement and balance sheet; assist with completion of state sales tax payments.

Essential Duties and Responsibilities:

- Post customer payments by recording cash receipt
- Update and reconcile applicable receivables balances
- Ensure that all customer bills are paid in a timely manner within the terms
- Resolves collections by examining customer payment plans, payment history, credit line, and directly contacting the customer as necessary
- Invoice and provide statements to terms customers in accordance with processes
- Open, date stamp and initial daily mail, scan and maintain electronic copies of vendor invoices on network folders
- Enter and allocate A/P into the financial software. Prepare A/P check run weekly for approval
- Ensure that vendors have W-9 on file
- Ensure financial records are maintained in compliance with accepted policies and procedures
- Complete required tasks timely to ensure all financial reporting deadlines including monthly, quarterly and year-end close are met
- Resolve discrepancies and irregularities
- Complete and update significant process documentation (desk procedures) annually for each function
- Maintain fixed asset accounting function including reconciliation of annual inventory process with other departments
- Payroll functions including 1099's and reconciliations
- Prepare financial management reports as requested by management
- Assist with reconciliation of ledger Accounts as directed by management
- Cross-train other processes within the department as requested
- Adheres to all company policies, procedures and business ethics codes
- Maintain regular and prompt attendance

Required Skills:

- Have work experience in Microsoft Excel, Microsoft Word, and accounting software systems
- Familiarity with networks and data backup procedures
- Good communication skills with management, employees, vendors and customers
- Must maintain confidentiality at all times

Preferred Skills:

- Two years of experience in Accounting preferred
- Experience in Microsoft Dynamics Navision desired

Educational/Certification Requirements:

- AA Degree