



Bookkeeper

Supports organizational operations by maintaining office systems. The ability to use sound judgment while being proactive, professional, efficient, and confidential is critical to this position. Attention to detail and excellent time management skills are also required.

Given a small staff and diverse range of tasks, all staff members are expected to have exceptional teamwork skills.

This is a part-time (average 10-12 hours per week) hourly position. Hours are flexible; however, this position is expected to maintain a regular schedule in the office setting between the hours of 8:30 a.m. to 1:00 p.m., business work week.

Responsibilities:

- Check and verify source documents such as invoices, receipts, computer printouts
- Allocate and post financial transaction details to subsidiary books
- Transfer data to general ledger
- Reconcile and balance all accounts
- Draw up financial statements (trial balance, income statement, balance sheet)
- Collate and analyze account data and generate financial reports
- Maintain internal control systems
- Manage accounts payable and accounts receivable
- Prepare checks, payments, and bank deposits
- Monitor payroll with outside vendor
- Comply with relevant reporting requirements
- Prepare tax payments & submit timely
- Assist with budget preparation
- Prepare and assist with annual audit
- Maintain complete filing system to support financial records

Qualifications

- Knowledge of bookkeeping practices
- Knowledge of generally accepted accounting principles and procedures
- Knowledge of relevant regulatory requirements
- Working knowledge of relevant computer applications
- Knowledge of data management and financial data analysis (QuickBooks software)
- Bachelor's degree in accounting, finance or business preferred