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## JOB OPPORTUNITY

**POSITION:** Full-charge bookkeeper reporting to the president

**GENERAL PURPOSE:** To manage company's general accounting functions and to analyze, record, reconcile, and report on various accounts. (Payroll done by service.)

### RESPONSIBILITIES:

- Manage company's general accounting functions including accounts payable, accounts receivable, general ledger, and cash and asset management.
- Reconcile bank statements at month's end.
- Perform month-end closing routines.
- Assist with quarterly and year-end tax preparation.
- Prepare monthly sales and use tax returns.
- Process client and vendor invoicing, and post payments.
- Prepare vendor payment checks.
- Oversee client credit applications and tax exemption forms.
- Maintain list of overdue accounts and manage collections.
- Coordinate with bank as necessary to maximize interest earnings and ensure sufficient funds to cover all transactions.
- Prepare various manual control logs.
- Research and recommend new approaches to streamlining and/or cost-savings as appropriate.
- Keep management fully informed of all financial issues on a regular basis.
- Assist management with overseeing human resource functions and employee benefits package.
- Perform light administrative duties, manage office supplies, and perform other related tasks as needed.

### QUALIFICATIONS:

- Professional attitude and positive approach.
- Reputation for being trustworthy, confidential, and ethical.
- Meticulous and conscientious with regard to accuracy and attention to detail.
- Highly motivated with ability to work independently under little supervision.
- Exceptional organizational skills for managing multiple tasks and prioritizing workload.
- Extremely reliable in completing work on schedule.
- Proactive communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- At least two years of experience in general accounting/bookkeeping procedures.
- Strong computer skills and demonstrated proficiency in Quickbooks.
- Degree in business, accounting, or finance a plus.

**NOTES:** Full-time or part-time hours, to be determined based on candidate. This position is on-site only. Wage \$16-20 per hour, depending on experience. Competitive benefits. Fast-paced, well-organized office with 12 employees. Equal-opportunity employer. Seeking to fill position immediately to allow for transition/training before current bookkeeper's retirement in the fall. Please email, mail, or fax a cover letter and résumé.

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