

BOOKKEEPER

Eagleview, PA

SUMMARY OF POSITION

This position requires great attention to detail. Must be detail oriented, organized, and have a strong work ethic. Must have good self-management skills and a high level of professional conduct.

PREFERRED EXPERIENCE

Years of Experience: 5

Education: Bachelor's Degree

Certifications:

- QuickBooks Pro
- Certified Bookkeeper (CB)
- Certified Accountant

JOB INFORMATION

Hours per week: 40

Reports to: Operations Manager

Location: Eagleview, PA, 19403

Work Environment: Office

RESPONSIBILITIES

- Record daily sales from POS program to QBO
- Process accounts payable transactions.
- Balance and reconcile accounts.
- Process accounts payable under the direction of the operations manager.
- Work with other staff members to better the systems of deposits, invoices, and collections.
- Maintain organized files of daily sales and payables.
- Contact customers as needed to collect or clear up receivables.
- General Journal Entries.
- Report accurate financial statements to management monthly.
- Keep chart of accounts accurate and improve when necessary.
- Calculate Sales & Use tax monthly.
- Assist in HR functions & recordkeeping.
- Make recommendations on reports and methods to aid in management/financial decisions.
- Create budgets & review goals.
- Work with accountants on submitting financials.
- Maintain & develop (where necessary) proper recordkeeping processes.
- Assist in inventory management.
- Commercial contract invoicing

SKILLS

- Proven Bookkeeping Proficiency
- Fluent knowledge and use of *QuickBooks Online*
- Use of Customer Relations Management Software (CRM)...Ideal computer systems
- Microsoft *Office 365* suite
 - *Outlook* – use of organizational email to communicate; send and retrieve
 - *Teams* – various collaborative applications
 - *Excel* – Create spreadsheets; enter, manipulate, and format text and numerical data; insert, delete, and manipulate cells, rows, and columns. Create worksheets and workbooks.
- Using a computer application to manage information, including creating and editing simple databases, inputting data, retrieving specific records, and creating reports to communicate the information.
- Navigating the internet to find information, including the ability to open and configure standard browsers.

COMPETENCIES

- Attention to Detail
- Communication Skills
- Active Listening
- Critical Thinking
- Reading Comprehension
- Active Learning
- Coordination
- Negotiation
- Service Orientation
- Social Perceptiveness
- Complex Problem Solving
- Judgment and Decision Making
- Time Management
- Management of Financial Resources

PHYSICAL DEMANDS

- Frequent sitting and standing
- Hearing and speaking
- Lift & Carry 40 lbs.
- Close vision
- Distance vision
- Peripheral vision
- Depth perception
- Ability to adjust focus

BENEFITS



Paid Vacation



Paid Holidays



Health Insurance



Retirement Funding