



## Job Posting

Job Title: Bookkeeper  
Reports To: Chief Operating Officer (COO)  
Job Status: Permanent, Part-Time, Non-Exempt, Hourly

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### **STATEMENT OF THE JOB:**

The Bookkeeper is responsible for the full-charge bookkeeping including month-end closing and financial report preparation.

### **ESSENTIAL FUNCTIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Responsible for full-charge bookkeeping including:
  - Accounts payable
  - Accounts receivable
  - Payroll processing
  - Payroll tax payments and reporting
  - Month end bank and credit card reconciliations
  - Month end general ledger reconciliations
  - Month end closing including necessary journal entries
- Responsible for assisting with the annual financial audit; includes preparation of year-end closing and the audit process with external auditors

### **COMPETENCIES:**

1. Knowledge of GAAP (Generally Accepted Accounting Principles)
2. Ethical Conduct
3. Flexibility
4. Initiative
5. Time Management
6. Strong Organizational Skills

### **PHYSICAL REQUIREMENTS:**

This is largely a sedentary role; however, some other tasks are required. This would require the ability to lift, bend, sit or stand as necessary, view computer screens for long periods of time as well as require the ability to lift at least 20lbs.

### **SCHEDULE:**

This position will have a flexible schedule, however, will be needed every other week for 10 hours each week to perform the routine bookkeeping with another 10 hours for month end closeout for a total of 30 hours per month.

**QUALIFICATIONS AND EXPERIENCE:**

An Associate degree in Accounting with a minimum of two years' experience in accounting/bookkeeping is required.

**Apply with resume and cover letter no later than Friday, December 7, 2018.**

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EOE***