



Bookkeeper and Accounting Office Manager Job Description

Job Title: Bookkeeper & Accounting Office Manager

Department: Accounting

Reports to: General Manager

FLSA Status: Exempt

Job Summary: The Bookkeeper/Accounting Office Manager will be responsible for full-charge bookkeeping activities as well as all accounting office management tasks within a small accounting office. The ideal candidate is self-motivated and has a willingness to learn and grow in the accounting discipline. They will be detail oriented, have good time management and have strong problem-solving skills to help maintain and or improve the already established accounting processes and procedures.

Duties/Responsibilities (Essential Functions): *Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.*

- Full charge bookkeeping (AR/AP/Payroll/Journal Entries/Financial reporting)
- Perform general accounting and other related duties for the organization.
- Code invoices, reconcile accounts, and assist in the closing of monthly books.
- Reconcile bank accounts monthly, verify deposits, and address inquiries from banks.
- Reconcile balance sheet accounts; manage collections.
- Provide outside accountants (CPA)/auditor with assistance; gather necessary account information and documents to prepare corporate tax returns or perform audit.
- Assist in coordinating with software vendors to maintain accounting software systems; recommend updates to enhance the accounting software/processes.
- Maintain accurate records
- Pay Taxes and Bills in a timely manner
- 1099 reporting
- Ad Hoc reporting
- Coverage of phones and mail delivery/ pick-up
- Office Supply Orders
- Initiate performance reviews
- Train new accounting employees
- Perform other duties as assigned.

Supervisory Responsibilities:

- Supervises accounting staff.

Work Environment:

- This job operates in a professional office environment.
- This role routinely uses standard office equipment such as computers, phones, photocopiers, file cabinets, etc.



Physical demands:

This is a largely sedentary role; however, while performing the duties of this job, the employee is required to sit, stand, and walk; use hands to handle or feel; and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally may lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type and Expected Hours of Work

This is a full-time position scheduled 5 days a week. Days are scheduled around a 7-day work week.

Eligibility Requirements

Required:

- Must be able to work in the U.S.
- Associate Degree in Accounting or equivalent
- Some office management experience.
- Must be highly organized
- Must be able to communicate effectively with staff and management
- Must have a sense of urgency
- Must be tech savvy
- Detail Oriented

Preferred:

- Proficient in NetSuite, ADP, and Microsoft Office preferred

Special Eligibility Requirements:

- Ability to work flexible schedule, including evenings, weekends and holidays.
- Must be a team player and be able to get along well with others.
- Must be able to use tact in handling sensitive situations.
- Must be personable, courteous, and able to work under pressure.

Other duties

Please note this job description is not designed to contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (example: emergencies, changes to personnel, workload, rush jobs, or technological developments). Duties, responsibilities, and activities may change at any time with or without notice.

Signature

Employee signature below indicates the employee’s understanding of the requirements, essential functions, and duties of the Bookkeeper and Accounting Office Manager position. Employee understand that they are responsible for the satisfactory execution of the essential functions described therein, under all conditions as described.

Employee Name _____ Date _____

Employee Signature _____