BOOKKEEPER

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| Department | Reports To | FLSA Status | Prepared By | Approved By | Last Modified |
| Office and Admin | N/A | N/A | HR | N/A | 2020-01-08 |

**Job Summary**

* Maintains the company’s financial records
* keeps track of business expenses and makes sure bills are paid

**General Responsibilities**

* Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes
* Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using journals and ledgers or computers
* Debits, credits, and totals accounts
* Receives, records, and banks cash, checks and vouchers
* Complies with federal, state, and company policies, procedures, and regulations
* Compiles statistical, financial, accounting, or auditing reports and tables of cash receipts, expenditures, accounts payable and receivable, and profits and losses
* Reconciles or notes and reports discrepancies found in records
* \*The company reserves the right to add or change duties at any time.

**Job Qualifications**

* **Education:** Associate Degree or higher in Bookkeeping, Accounting, or related field of study
* **Experience:** 1-2 years of experience

**Skills**

* Excellent written and verbal communication skills
* General office or bookkeeping knowledge
* Math and reasoning
* Accuracy
* Attention to detail
* Critical thinking
* Time management
* Organized