



Original Issue Date: 09/25/2017	Revision Date:	Revision Level: A	Department:
Position Title: <i>Bookkeeper / Office Coordinator</i>		Reports To: <i>President</i>	

BASIC FUNCTION:

Responsible for day-to-day accounting requirements. Keep financial records updated, prepare reports and process bank statements. Coordinate and process payroll, accounts receivables and account payables. File quarterly sales tax and handle all invoicing. Supports company operations by provide administrative support to Event Coordinators and Project Managers along with answering and directing telephone calls.

DUTIES AND RESPONSIBILITIES:

1. Responsible for all Accounting functions including:
 - a. Process and Prepare accounts payable payments and check requests. Match vendor invoices to check stubs and files accordingly. Reconcile bank and credit card statements.
 - b. Balance and maintain accurate bank, accounts payable and accounts receivable ledgers.
 - c. Working very closely with the Project Managers prepare, process and distribute all client invoices.
 - d. Review past due receivables and send out reminders to clients who are overdue.
 - e. Process payroll and ensure all payroll tax requirements on federal and state levels are withheld, reported and deposited to the appropriate agencies on the required dates.
 - f. Enter data for all financial reports and distribute reports to president as needed.
 - g. Review sales tax and make quarterly payments.
 - h. Monitor and manage office expenses
2. Oversee all IT related functions including:
 - a. Maintain a system for tracking all equipment, passwords, software, etc for all users.
 - b. Purchase all new equipment



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- c. Coordinate with 3rd party IT provider for all service needs.
- 3. Assist with event set ups and event staffing on an as needed basis.
- 4. Coordinate and manage temp staff for office related tasks and event needs including all communications.
- 5. Provide administrative support to Event Coordinators and Project Managers as requested.
- 6. Answer and direct telephone calls and greet all guests in a courteous, positive and friendly manner.
- 7. pen, sort and route incoming mail and prepare outgoing mail
- 8. Greet and welcome each visitor in a friendly, warm and professional manner

SUMMARY OF SKILLS, KNOWLEDGE, AND ABILITIES:

- 1. Proven accounting experience required with bookkeeping and basic accounting procedures.
- 2. Hands on experience with spreadsheets and financial reports.
- 3. Follow detailed procedures and ensure accuracy in documentation and data.
- 4. Ability to clearly present information through verbal and written communications; talk with customers and suppliers; listen well.
- 5. Anticipate and proactively solve problems.
- 6. Ability to work under pressure, work well with others, and be willing to do extra tasks as assigned.
- 7. Ability to accurately type a minimum of 50 wpm. Ability to operate a calculator, fax machine, copier.
- 8. Knowledge of computers and experience in Microsoft Office and QuickBooks
- 9. Manage multiple projects concurrently maintaining a command of details, timelines and next steps.



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PHYSICAL AND MENTAL REQUIREMENTS:

1. To accomplish the essential functions of this position, one must be physically able to operate a computer, calculator, telephone switchboard, and general office equipment.
2. The mental requirements of the position demand that an incumbent be able to work with confidential data, meet deadline pressure, and work quickly, accurately, and consistently with mathematical/accounting type data.
3. The physical activity of the position includes talking, reaching, fingering, repetitive motions, and hearing.
4. The physical requirement of the position can be classified as sedentary work.
5. The length of day required for the position is classified as regular.
6. The position is not substantially exposed to adverse environmental conditions.
7. The visual acuity requirements of the position are typical of those who work deals largely in a clerical or administrative capacity.

DIMENSIONS:

Number of employees supervised: 0



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<i>REVISION LETTER</i>	<i>REVISION DATE</i>	<i>REVISION DESCRIPTION</i>
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