

ESVBA Position Title: Bookkeeper

Position Summary:

The bookkeeper works with professional accounting staff and management team members in recording, reconciling and auditing accounting data.

Position Responsibilities:

Duties include but not limited to:

- Assist in recording, reconciling and auditing accounting data.
- Prepare and disburse payments to vendors via AP system.
- Generate all customer invoices ensuring accuracy and timeliness
- Provide the first line response to any Accounts Payable or Accounts Receivable inquiries.
- Working with Collection Agency on Accounts Receivables
- Work closely with the Executive Director on keeping financial control of the organization including implementing annual budget in the accounting system, providing financial reports, improving accessibility of financial data and organizing projects to ensure all items are categorized and associated to projects accordingly.
- Annually, work with auditors to provide data and implement adjustments as approved to ensure a complete and clean annual audit.
- Post transactions involving cash receipts, disbursements and/or accounts payable and receivable to ledger accounts.
- Properly code charges for posting cost.
- Assists the management team in the preparation of financial statements, cost reports and bank reconciliations as needed.
- Interpret contracts provisions in order to identify allowable/nonallowable expenditures.
- Check and review audited vouchers to ensure accuracy and conformance to established accounting procedures.
- Resolve problems regarding budget limitations, allocations or modifications and prepare necessary documentation.
- Provide technical assistance on the preparation of reimbursable documents to the contractors, subcontractors or other agencies.
- Working with the admin team to assist in filing duties, answer telephones, direct calls, take messages, and greeting/working with walk-in visitors.
- Open, sort and route incoming mail and prepare outgoing mail.
- Assist Administrative office staff in office operations.
- Work with Inventory team to ensure accurate real-time recording of materials in and out of inventory.

Candidate Qualifications

Skills & Abilities

- Good knowledge of modern accounting theory, principles and practices; knowledge of accounting terminology; knowledge of financial record keeping and reporting and budget preparation.
- Ability to analyze financial transactions and make original or adjusting entries; ability to read and comprehend financial transactions; ability to trace transactions through financial records.

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- Good skills in the applications of the general principles and practices of modern accounting and auditing; good skills in reviewing and analyzing accounting transactions.
- Communicates effectively with others, including giving and receiving feedback on the quality of services.
- Ability to maintain confidentiality.
- Excellent organizational skills.
- Self-motivated team player
- Ability to multi-task and be flexible.
- Strong verbal and written communications skills
- Ability to work well in a limited structure, start-up environment

Job Experience

Desired:

- Working experience with Netsuite by Oracle

Required:

- Working knowledge of MS Office, including Excel, Word, & PowerPoint
- Good motor vehicle driving record.
- Previous experience with at least one accounting package handling payables and receivables

Education

Desired:

- High School Diploma. Some college preferred