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| --- | --- | --- | --- |
| Job Title: | Bookkeeper | Status: | Non-Exempt |
| Department /Group: | Administration | Travel Required: | No |
| Position Reports to: | Administration Manager | Position Type: | Full-Time |
| Salaried / Hourly: | Hourly |  |  |
| Reporting Positions: |  | | |
|  |  |  |  |
| **Approved By:** |  | **Date:** |  |
| **Updated By:** |  | **Date:** |  |

**Position Summary / Purpose**

Assist in the profitable growth of the company and provide support to management through the accurate and timely performance of bookkeeping functions.

Help retain customers by providing emotional support through phone conversations, follow-up contacts, and the accurate and timely transcription of customer information.

**Primary Duties and Responsibilities**

* Accurate and timely invoicing of customers
* Complete job costing on completed work
* Make deposits to company bank accounts
* Conduct follow-up phone calls to customers and collection calls on overdue invoices
* Prepare and file tax forms
* Maintain office inventory

**Additional Duties and Responsibilities**

* Deliveries to and from Post Office
* Type correspondence and inner-office documentation

**Decision Rights and Authority**

* All aspects of bookkeeping

**Working Relationships and Scope**

* Maintain timely creation of invoices and payables recording through effective flow of information, and receipts from operations to administration.

**Performance Competencies**

* **Integrity**  
  Uncompromising, ironclad. Does not cut corners. Does what is right, even when it means taking a stand. Not politically expedient.
* **Oral Communication**  
  The individual speaks clearly and persuasively in positive or negative situations. Effective in one-on-one and small group situations. Adaptable and able to think on his / her feet.
* **Written Communication**  
  Writes clear, precise, and well-organized letters, proposals, and emails. The individual edits work for spelling and grammar and is able to read and interpret written information. Uses appropriate vocabulary and grammar.
* **Fiscal Discipline**  
  Demonstrates sound financial management and decision-making in both business and personal environments.
* **Planning and Organizing**  
  Plans, organizes, and schedules his / her time in an efficient and productive manner. Focuses on key priorities. Effectively manages multiple projects simultaneously. Pays attention to details. Manages personal time well.
* **Mature Judgment and Decision-Making**  
  Demonstrates consistent logic. Anticipates consequences of decisions.
* **Technology**  
  the individual regularly uses standard word processing and spreadsheet software tools to enhance efficiency and accuracy of work performed.

**Qualifications-Knowledge, Skills, and Abilities**

* **Education and Experience**

Associate (2-year) degree in accounting or business-related field or high school diploma (or GED) plus three (3) to five (5) years of office or bookkeeping experience. Minimum of three (3) years of bookkeeping experience including A/R and A/P.

* **Bookkeeping and Accounting**

Strong bookkeeping skills and an understanding of cash flow and company financial reports: Profit & Loss and Balance Sheet. Extensive experience using bookkeeping software such as Quick Books, Peachtree, Great Plains, etc.

* **Mathematical Skills**

Strong math and accounting skills. Ability to compute rate, ratio, and percentages and to interpret financial reports and analyze performance against business plans and industry benchmarks.

* **Computer Skills**

Demonstrates intermediate to advanced proficiency in the use of computers and computer software, especially MS Office, Word, and Excel.

* **Certificates, Licenses, and Registrations**

None required for this position.

**Physical Demands**

*The physical demands described below are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle or feel, reach with hands and arms, and talk or hear. The employee is frequently to stand and walk. The employee must regularly lift and / or move up to 10 pounds and frequently lift and / or move up to 25 pounds.

**Working Conditions**

* The work of this position is predominantly carried out in an office environment. Daily exposure to the shop where vehicles and equipment are housed and maintained is expected.
* Noise level in the work environment is usually quiet.

**EMPLOYEE POSITION ACKNOWLEDGMENT**

I have read and understand the duties and responsibilities of my position as Bookkeeper.

I have been provided with a copy of the company’s Position Description for this job.

I understand that I am responsible for carrying out the responsibilities defined in the attached Position Description, and am expected to follow any additional job-related instructions, and to perform additional job-related duties as requested by my supervisor.

**SIGNATURES OF ACCEPTANCE**

Signing on behalf of this position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

Signing on behalf of the Manager’s position and agreeing to accept all its accountabilities is:

|  |  |  |
| --- | --- | --- |
|  | Date: |  |

***This position description in no way states or implies that these are the only duties to be performed. You will be expected to follow any additional job-related instructions and to perform additional job-related duties as requested by your supervisor.***