

**JOB TITLE:** Bookkeeper

**RELATIONSHIPS:** Receives immediate supervision from Director of Accounting & Administration; works directly with other team members.

Position is overseeing Payable, Receivables, General Bank Reconciliations.

**JOB RESPONSIBILITIES:**

**Accounts Receivable**

Oversees all accounts receivable functions, including:

- Preparing and sending statements to trade accounts
- Accurately posting payments received
- Communicating with customers by e-mail to answer questions or seek clarification on payments
- Making sure non-wholesale accounts are paid in full
- Tracking and posting deposits received
- Processing, tracking and posting credit card transactions and preparing refunds
- Monthly General Journal Entry for credit card transactions

**Accounts Payable**

Oversees all accounts payable functions, including:

Auditing and paying all invoices received to determine the following:

- Clients and services billed were booked by AAT
- Rates are consistent with contracts
- Service has not previously been paid on duplicate invoice
- Payments are timely to avoid interest charges or late payment fees
- Provide detailed backup to vendors when disputing invoice

Verifying all vendor bills for payment

Keeping track of all vendors requiring payments up front and paying per contracted terms

Tracking all deposits paid

Paying non-customer related bills on time

Auditing company credit card statements and posting expenses accurately

We are seeking a well-organized, detail-oriented and self-motivated individual with the ability to multi-task. Must be reliable, have a willingness to work hard with flexibility for overtime.

**SKILLS REQUIRED:** Must have excellent written and verbal communication skills and proficiency using MS Office, Excel and use of standard office equipment. Training is to be provided on Company system.

**QUALIFICATIONS:** Bookkeeping responsibility for minimum 2 years is required. QuickBooks and Payroll experiences are preferred, but not necessary.

**WAGE:** DOE