



Job Description: Office Assistant - Bookkeeper

Classification

Nonexempt

Salary Range

As posted

Reports to

Office Manager

JOB DESCRIPTION

Summary

Under supervision of the Office Manager, this position provides administrative support for the company with minimal oversight, with an emphasis on responsibilities related to bookkeeping. Performs duties such as financial record keeping, payroll, creating invoices, purchasing supplies, and working on special projects. Also, answers non-routine correspondence and assembles confidential and sensitive information. Deals with customers, a diverse group of important external callers and visitors as well as internal contacts at all levels of the organization. Independent judgment is required to plan, prioritize and organize diversified workload.

Bookkeeping responsibilities include the computing, classifying and recording of financial transactions to ensure the financial records of the organization are accurate; performing routine financial calculations and general ledger duties; checking the accuracy of calculations performed by other employees.

This position may also be required to perform the functions of the Office Assistant job descriptions as needed.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Recording daily financial transactions, including purchases, receipts, sales and payments using QuickBooks and Bayview's shop software.
2. Invoicing customers, entering bills from invoices, and receivers for purchases.
3. Follows up with customers on past due invoices.
4. Generates weekly AP/AR reports.
5. Ensures the financial records of the organization are accurate.
6. Reconciles or notes and reports discrepancies found in records.
7. Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
8. Complies with federal, state and company policies, procedures and regulations.
9. Receives, records and banks cash, checks and vouchers.

10. Maintains supplies by checking stock to determine inventory levels; anticipating requirements; placing and expediting orders; verifying receipt; stocking items; delivering supplies to work stations.
11. Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
12. Maintains and updates filing system for the department. Retrieves information from files when needed.
13. Keeping the offices clean.

Competencies

1. Financial Management.
2. Ethical Conduct.
3. Thoroughness.
4. Performance Management.
5. Technical Capacity.
6. Personal Effectiveness/Credibility.
7. Thoroughness.
8. Collaboration Skills.
9. Communication Proficiency.
10. Flexibility.
11. Office Experience: General, Scheduling; Telephone Skills; Typing, Documentation Skills; Meeting Planning; Verbal Communication; Written Communication; Dependability; Attention to Detail; Administrative Writing Skills
12. Spelling, vocabulary, math and grammar skills appropriate to the level of the position.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing and general cleaning is required. This would require the ability to lift files and cleaning tools, open filing cabinets, and bend, stretch, or stand as necessary.

Position Type and Expected Hours of Work

Days and hours of work depend on part-time or full-time status, but are generally Monday through Friday during business hours of 8am-4:30pm.

Travel

No travel is expected for this position.

Required Education and Experience

1. High school diploma or equivalent.
2. Solid understanding of bookkeeping principles.
3. A minimum of two years' bookkeeping experience using QuickBooks.
4. Proficient using a PC in a Windows environment
5. Intermediate experience with the Microsoft Office Suite: Outlook, Word & Excel.

Preferred Education and Experience

1. Associate's degree.
2. AIPB (American Institute of Professional Bookkeepers), NACPB (National Certification of Certified Public Bookkeepers) or similar certification.
3. Three to four years of related experience using QuickBooks.
4. Two or more years of administrative experience.
5. Experience using Manufacturing software for scheduling, order entry, inventory, and purchasing functions.

Additional Eligibility Qualifications

None required for this position.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.