

JOB DESCRIPTION

Job Title: Administrative Assistant/ Bookkeeper

Reports To: Managing Member (Owner)

Job Purpose: The Administrative Assistant/ Bookkeeper provides general office and bookkeeping support to all departments. The position is full-time.

Duties and Responsibilities

Administrative Responsibilities:

1. Conduct yourself in a professional manner at all times. Be honest and courteous to everyone you interact with. Dress appropriately. Perform all duties with a sense of urgency.
2. Greet and provide service to customers as they enter office.
3. Prepare and send Purchase Orders and serve as company contact to vendors.
4. Answer telephones and manage the telephone message system.
5. Sort and distribute all daily incoming mail.
6. Respond to website/ email requests for information.
7. Maintain attendance records.
8. Maintain organized office environment.
9. Maintain paper and electronic filing systems (Sentry File).
10. Ensure all office equipment is functioning as required. Arrange service when required.
11. Maintain office and cleaning supply needs.
12. Assist with document/ form creation.
13. Assist with mailings, e-newsletter, advertising, trade shows, marketing and special projects as needed.
14. Assign and manage tasks of office assistants when/ if provided.
15. Assist all departments with administrative support as requested.
16. Perform other related duties as assigned.

Bookkeeping Responsibilities:

17. Enter and manage Accounts Receivables and Accounts Payable in a timely and accurate manner.
18. Process, mail and track invoices and payments
19. Record and mail/ deliver deposits.
20. Maintain Chart of Accounts.
21. Comply with local, state and federal government reporting requirements.
22. Prepare and send payment of monthly state sales tax.
23. Prepare and call in weekly payroll. Resolve any payroll issues in a timely manner.
24. Work with CPA to prepare information as required for preparation of audits.
25. Conduct a monthly reconciliation of every bank account.
26. Conduct periodic reconciliations of all accounts to ensure their accuracy.
27. Provide accurate and timely information to the external accountant as requested.
28. Execute and administrate accounting system upgrades and changes in a timely manner as requested.
29. Assist all departments with accounting support when requested.
30. Perform other related duties as assigned.

Skills

Oral Communication Skills	Planning
Written Communication Skills	Organization
Interpersonal Communication Skills	Diplomacy
Math Skills	Professionalism
Time Management	Presentation
Reading Skills	Lifting at least 30 pounds
Proficiency in Accounting Software and Microsoft Office (Word and Excel)	

Education/Training

Degree: High School Diploma or Equivalent

Experience

Administrative Assistant / Bookkeeper candidate should have an Associate’s degree in accounting or business administration, or equivalent business experience as well as a working knowledge of bookkeeping and generally accepted accounting principles.

Employee Signature

Date

Supervisor Signature

Date

Supervisor Signature

Date