



## **Job Title: Accounting / Bookkeeping**

### **Job Overview:**

The **Accounting / Bookkeeping** position will provide financial and clerical services to ensure efficient, timely and accurate processing of invoices and credit receipts. They will also be responsible for having an understanding of tax protocol, paying sales tax for multiple states and the capability to register and exit state tax responsibilities. This position will also require financial and clerical project capabilities in which they will be relied upon to completion. They will have guidance but will also be expected to work independently when needed without being micromanaged. This position will also be responsible for assisting in property management in which income tracking, property taxes and project overview will be necessary.

### **Responsibilities**

- Checks and balance credit receipts to customer accounts
- General ledger maintenance
- Maintain all accounts payable
- Investigate and resolve vendor queries
- Process accounts payable in a timely manner
- Process ACH and check requests
- 1099 & W9 maintenance
- Maintain electronic filing systems
- Maintain excel spreadsheets
- Maintain Sales tax standings within multiple states
- Provide assistance in property management
- Assist as needed with monthly financial reports and close process
- Assist with other projects as needed
- Provide administrative support for the accounting department as needed

### **Qualifications**

- **Degree not required but strongly preferred**, especially in Business, Accounting, Finance **or 7-10 years of experience in Accounting.**
- Proficiency in MS Office, especially Microsoft Excel
- Willingness to learn
- Attention to detail
- Ability to take initiative, self-starter
- Strong organizational and administrative ability
- Capable of multitasking
- Multi-state sales tax experience

**Salary: \$20.00 - \$25.00 per hour DOE**

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