

Bookkeeper/Office Manager

Position Objectives:

- *Perform quality work within deadlines*
- *Interact professionally with other employees, customers and suppliers*
- *Work effectively as a team coordinator on all assignments*
- *The ability to plan, organize, balance and prioritize the work*

Duties and Responsibilities:

- *Manage Accounts Payable, Accounts Receivable, Billing and Payroll*
- *Accuracy in coding of transactions, timely accurate processing of payments to vendors*
- *Monthly bank reconciliation for 2 checking accounts and 1 savings account*
- *Post payments to customer's accounts on a daily basis.*
- *Post month end journal entries.*
- *Collections along with account reconciliation*
- *Inventory*
- *Issue credits for pricing errors, damaged goods or bad debt*
- *Assist with maintaining General Ledger and coordinating with outside CPA firm*
- *Maintaining office supplies*
- *Sort incoming mail, make copies of all checks received to be taken to bank*
- *Offer office phones support to relief for lunch*

Qualifications:

- *3 to 5 years bookkeeping experience*
- *Strong attention to detail*
- *Experience in QuickBooks Enterprise Solution*
- *Strong interpersonal skills for interacting with accounts and outside clients*
- *Strong analytical and problem solving skills*
- *Experienced in Excel*
- *The ability to work in a fast pace environment with minimum supervision*

Language Skills:

- *Bilingual in Spanish*

Work hours 8:30 to 5:30 Monday thru Friday with 1 hour lunch.

Starting hourly rate \$16.00, upon passing probation period we can revisit an offer an increase

*Email resume to: **Omairanegrete@rescare.com***