

Job Opportunity

POSITION: Part-time, full-charge bookkeeper reporting to the president

GENERAL PURPOSE: To manage company's general accounting functions and to analyze, record, reconcile, and report on various accounts.

RESPONSIBILITIES:

- Manage company's general accounting functions including accounts payable, accounts receivable, general ledger, and cash and asset management.
- Reconcile bank statements at month's end.
- Perform month-end closing routines.
- Assist with quarterly and year-end tax preparation.
- Prepare monthly sales and use tax returns.
- Process client and vendor invoicing, and post payments.
- Prepare vendor payment checks.
- Oversee client credit applications and tax exemption forms.
- Maintain list of overdue accounts and manage collections.
- Process subscriber mailings.
- Coordinate with bank as necessary to maximize interest earnings and ensure sufficient funds to cover all transactions.
- Prepare various manual control logs.
- Research and recommend new approaches to streamlining and/or cost-savings as appropriate.
- Keep management fully informed of all financial issues on a regular basis.
- Assist management with overseeing employee benefits package.
- Perform light administrative duties and other related tasks as needed.

QUALIFICATIONS:

- Professional attitude and positive approach.
- Reputation for being trustworthy, confidential, and ethical.
- Meticulous and conscientious with regard to accuracy and attention to detail.
- Highly motivated with ability to work independently under little supervision.
- Exceptional organizational skills for managing multiple tasks and prioritizing workload.
- Extremely reliable in completing work on schedule.
- Proactive communication and interpersonal skills.
- Strong analytical and problem-solving skills.
- At least two years of experience in general accounting/bookkeeping procedures.
- Strong computer skills. (Proficiency in Checkmark/Mac-based computerized bookkeeping system *a plus*.)
- Degree in business, accounting, or finance *a plus*.
- Experience working in printing/publishing industry *a plus*.

Approximately 15-20 hours per week; more possible at end of month, quarter, and year.

Work schedule to be determined (3-4 days per week). Wage \$13-17 per hour, depending on experience.

Part-time benefits include paid holidays and sick time, Simple/IRA, and voluntary company-sponsored benefits.

Fast-paced, well organized office with 15 employees. Equal-opportunity employer.

Seeking to fill position immediately to allow for transition/training.

Please email, mail, or fax a cover letter and résumé to the contact info at the top of this page.