



Job Description

Job Title Book Keeper	
Duties <ul style="list-style-type: none">• Uses independent judgment in completing activities and operates under general supervision• Assists in responding to customer requests• Handles the processing of financial transactions related to Accounts Receivable and Accounts Payable• Will be responsible for maintaining the integrity of the accounting system through the proper processing of material orders, invoices, payments, payroll and like transactions• Manage payroll, insurances and other functions requiring transmittal of administrative data to outside vendors.	
Education Requirements <ul style="list-style-type: none">• High school diploma (or equivalent)• Accounting Background	
Experience Requirements <ul style="list-style-type: none">• Typically requires 2 years of professional AP/AR experience• Experience with QuickBooks	
Skills Requirements <ul style="list-style-type: none">• High level of oral and written communication skills• High level of attention to detail, supported by an in-depth knowledge of office procedures• Discipline to implement and maintain systems and procedures to ensure efficient transfer of information to outside vendors, such as payroll and insurance• Demonstrate people-skills.	
Prepared by and date	Approved by and date

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