

## Senior Bookkeeper

**Classification:** Exempt

**Department:** Operations

**Reports To:** Chief Financial Officer / Chief Operating Officer

### **Position Purpose and Objectives**

Company is seeking a Senior Bookkeeper responsible for the company's financial data and compliance by maintaining accurate records on accounts payable and receivable, payroll, and daily financial entries and reconciliations.

### **Major Duties and Essential Functions**

- Performs general accounting, bookkeeping, and other related duties for the organization
- Maintains the general ledger
- Assist in the preparation of monthly Balance Sheets and P&L statements
- Codes and enters invoices, sets up new accounts, reconciles accounts, and closes the monthly books.
- Reconciles bank accounts; reconciles vendor statements to company payables
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manages accounts receivable collections.
- Verifies accuracy of invoices, enters invoice for payment, and completes payment of invoices
- Coordinates & prepares weekly settlements to pay contractors accurately & timely
- Processes office payrolls; makes tax deposits
- Prepare year-end employee W-2's, contractor Form 1099's, and other similar tax documents
- Assists the CFO & our tax firm in matters related to our monthly, quarterly & annual tax requirements
- Assist in the collection of company receivables and customer invoices
- Analyze historical data to identify trends and information that can be used to improve business operations
- Maintains knowledge of acceptable accounting practices and procedures.
- Assist with basic HR duties including new hire documents, system onboarding, etc...
- Manages the various systems necessary for efficient office operation (internet, electric, VOIP, etc...)
- Performs monthly inventory reconciliation
- Maintain vendor files, paid receipt files, and other records as necessary
- Order office supplies and other office purchases
- Maintain petty cash account
- Performs other related projects / duties as assigned.

### **Knowledge, Skills & Abilities Required:**

- Five years of related experience required
- Detailed knowledge of QuickBooks Online preferred
- Knowledge of general financial accounting and cost accounting.
- Understanding of and the ability to adhere to generally accepted accounting principles.
- Proficient with Microsoft Office Suite

### **Personal Qualities Required for this Position:**

- Very detail-oriented / organized
- Ability to work independently with minimal supervision
- Excellent verbal & written communication skills
- Trustworthy / ability to handle confidential information

- Takes Initiative
- Ability to handle multiple assignments simultaneously
- Excellent interpersonal skills
- Strong work ethic
- Grit

**Positions directly supervised:** None

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