**BOOKKEEPER JOB DESCRIPTION**

|  |
| --- |
| **EMPLOYER INFORMATION** |

**Name**: Morristown Consulting, Inc.

**Address**: 9876 Jones Ave., Morristown, AL 12345

**Phone**: 555-836-5940

**E-Mail**: admin@morristownconsulting.com

|  |
| --- |
| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Bookkeeper

**Reports to**: James Johnson, Director of Finance

**Job Location**: Morristown Headquarters

**Start Date**: July 1, 2021

**Job Type**: [x]  Full-time [ ]  Part-time [ ]  Independent Contractor [ ]  Intern

**# of Hours**: 40 Hours per week

|  |
| --- |
| **JOB DESCRIPTION** |

Controls and maintains records of company’s daily financial transactions. Tracks all payments, purchases, receipts, and sales, and produces weekly reports for executive team. Reports to the Director of Finance.

|  |
| --- |
| **RESPONSIBILITIES AND DUTIES** |

|  |  |
| --- | --- |
| * Record all financial transactions;
 | * Balance the company ledger;
 |
| * Create and distribute invoices;
 | * Create financial statements;
 |
| * Manage company accounts;
 | * Monitor legal compliance;
 |
| * Post debits and credits;
 | * Track deviations from the budget.
 |

|  |
| --- |
| **QUALIFICATIONS / REQUIREMENTS** |

|  |  |
| --- | --- |
| * Basic accounting knowledge;
 | * Data entry experience;
 |
| * Familiarity with GAAP and IFRS;
 | * Proficiency with Microsoft Excel;Att
 |
| * Attention to detail;
 | * Highly organized.
 |