**BOOKKEEPER JOB DESCRIPTION**

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| **EMPLOYER INFORMATION** |

**Name**: Morristown Consulting, Inc.

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

**Phone**: 555-836-5940

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

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| **EMPLOYMENT ELIGIBILITY** |

**Job Title**: Bookkeeper

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

**Job Location**: Morristown Headquarters

**Start Date**: July 1, 2021

**Job Type**:  Full-time  Part-time  Independent Contractor  Intern

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

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| **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.

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| **RESPONSIBILITIES AND DUTIES** |

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| * 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. |

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| **QUALIFICATIONS / REQUIREMENTS** |

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