

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

## QUALIFICATIONS / REQUIREMENTS

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