



JOB DESCRIPTION

Bookeeper

The Bookkeeper carries out financial duties as directed by Chief Financial Officer

Skills:

- Understanding our accounting practices
- Knowledge of QuickBooks

Duties:

- Reconcile checking account monthly
- Cut checks using QuickBooks, minimum of every two weeks
- File bank reconciliation and other bookkeeping documents
- Processes receipts and enter into QuickBooks

Cash and Checks

Money deposited in TEAM's PayPal account

Square transactions

Amazon Smile transactions

- Enter credit card transactions into QuickBooks
- Enter manually prepared checks into QuickBooks
- Transfer money between bank accounts as requested
- Make journal entries as required (ex: interest)
- Issues reports as requested by CEO

Reports to Chief Financial Officer