



JOB DESCRIPTION

Bookkeeper

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 requires (ex: interest)
- Issues reports as requested by CEO

Reports to Chief Financial Officer