

Bookkeeper

SUMMARY:

Keeps records of financial transactions for organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Verifies, allocates, and posts details of business transactions to subsidiary accounts in journals or computer files from documents such as deposit slips, invoices, receipts, check stubs, and computer printouts.
- Summarizes details in separate ledgers or computer files and transfers data to general ledger.
- Reconciles and balances accounts.
- Compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operation of business.
- Prepares withholding, Social Security, and other tax reports.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)