

Job Title: Bookkeeper/Office Coordinator

Overview:

We are looking for a multitasker that thrives in a fast-paced environment. The Bookkeeper/Office Coordinator plays a dual role in maintaining financial records and overseeing administrative tasks to ensure office equipment and supplies are maintained. This position is responsible for both financial management and office administration, contributing to the overall efficiency and effectiveness of the organization.

Key Responsibilities:

1. Financial Record Keeping:

- Maintain accurate and up-to-date financial records using Quick Books accounting software.
- Record and categorize financial transactions, including income, expenses, and other financial activities.

2. Accounts Payable and Receivable:

- Process and manage invoices, ensuring timely payments to vendors.
- Monitor and manage accounts receivable, including generating and sending invoices to clients.

3. Bank Reconciliation:

- Reconcile monthly bank statements to ensure accuracy and identify discrepancies.
- Investigate and resolve any discrepancies in a timely manner.

4. Payroll Processing:

- Assist in processing payroll, including calculating hours, deductions, and ensuring compliance with relevant laws and regulations.
- Maintain accurate records of employee compensation and benefits.

5. Office Management:

- Order and manage office supplies to ensure adequate stock levels.
- Track and maintain office equipment, coordinating repairs or replacements as needed.
- Manage office facilities and coordinate any necessary maintenance.

6. Documentation and Filing:

- Maintain organized and efficient filing systems for financial documents.
- Ensure compliance with record-keeping requirements.

7. Communication and Collaboration:

- Collaborate with other departments to gather financial information and support decision-making.
- Communicate effectively with vendors, clients, and colleagues regarding financial matters.
- Liaise with team members to address administrative needs and enhance office efficiency.

Other:

- Other duties as assigned by executive management team

Qualifications:

- Preferred, but not required, Bachelor's degree in Accounting, Finance, or a related field.
- 5+ years of experience proven experience as a bookkeeper or in a similar role.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Excel.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Strong communication and interpersonal skills.

Note:

- This job description reflects a combination of financial responsibilities and office management duties, creating a comprehensive role as an Accounting/Office Coordinator within the organization.
- Part-time: 30 hours a week: Monday – Friday, 9a.m. – 3 p.m.
- \$25 per hour