

**Position**  
**Bookkeeper/ Administrative Assistant**

**Department**  
**Administration**

**To Whom the Position Reports**  
Director of Finance and Administration

**Summary**

*Bookkeeper:* Record SMCo financial transactions using Quickbooks software, including purchase, sales, receipts, payments, and payroll. Assist the Director of Finance and Administration with reporting.

*Administrative Assistant:* Provide support to Administration department.

**Specific Responsibilities**

*Bookkeeper*

1. Enter accurate financial transactions.
2. Prepare weekly payroll.
3. Reconcile monthly bank statements.
4. Enter monthly cash receipts.
5. Assist with monthly customer invoicing.
6. Manage accounts payable and receivable.
7. Enter monthly inventory receipts.
8. File monthly sales tax returns and quarterly corporate tax payments.
9. Maintain vendor records and prepare annual 1099s.
10. Compile, copy, sort, and file records.
11. Create financial reports in Excel.
12. Contribute to department by accomplishing other related tasks as needed.
13. Provide backup coverage when Director of Finance and Administration is away.

*Administrative Assistant*

14. Provide backup for operations such as phone answering, daily errands, bank and mail responsibilities.
15. Provide administrative support services.

*All Employees*

16. Participate in department meetings and contribute to departmental needs and growth.
17. Use SMCo standard information technology including web-based applications, consistent and timely electronic communications, consistent and proper electronic record keeping, and cell phone protocol.
18. Undertake professional development, including maintaining necessary certifications, licenses, etc.

**Committee Membership**  
Company Meetings

**Immediate Subordinates**  
Not applicable

**Qualifications, Skills & Knowledge Requirements**

- Minimum requirement of Associate's degree in accounting or business administration or equivalent
- Five years experience working in accounts payable and receivable, general ledger and payroll
- Strong knowledge of Generally Accepted Accounting Principles (GAAP) and extensive experience with data entry, record keeping and computer operation
- Substantial computer experience, including skill with Microsoft Office suite
- Expertise in Quickbooks and Excel
- Aptitude and comfort working in a collaborative team environment, providing ideas, and being open to feedback
- Attention to detail, thoroughness, and accuracy
- Ability to treat all SMCo matters sensitively, respectfully, and confidentially
- Skilled multi-tasking, reliability, excellent communication skills, and commitment to meeting deadlines

**Licensing and Professional Associations**

Not applicable

**Physical Requirements**

Comfortable lifting light packages

**Compensation and Benefits**

3/4 or Full-time position with benefits

Wage range: Associate

**Possible Career Path Options**

To be determined