Bookkeeper Job Description

**Position Description**: Bookkeeper

**Basic Function:** The bookkeeper position creates financial transactions and creates financial reports from that information. The creation of financial transactions includes posting information to accounting journals or accounting software from such source documents as invoices to customers, cash receipts, and supplier invoices. The bookkeeper also reconciles accounts to ensure their accuracy.

**Principal Accountabilities:**

1. Purchase supplies and equipment as authorized by management
2. Monitor office supply levels and reorder as necessary
3. Tag and monitor fixed assets
4. Pay supplier invoices in a timely manner
5. Take all reasonable discounts on supplier invoices
6. Pay any debt as it comes due for payment
7. Monitor debt levels and compliance with debt [covenants](http://www.accountingtools.com/covenant-definition)
8. Issue invoices to customers
9. Collect sales taxes from customers and remit them to the government
10. Ensure that receivables are collected promptly
11. Record cash receipts and make bank deposits
12. Conduct a monthly [reconciliation](http://www.accountingtools.com/bank-reconciliation-procedure) of every bank account
13. Conduct periodic reconciliations of all accounts to ensure their accuracy
14. Maintain the petty cash fund
15. Issue financial statements
16. Provide information to the external accountant who creates the company’s financial statements
17. Assemble information for external auditors for the annual audit
18. Calculate and issue financial analysis of the financial statements
19. Maintain an orderly accounting filing system
20. Maintain the chart of accounts
21. Maintain the annual budget
22. Calculate variances from the budget and report significant issues to management
23. Comply with local, state, and federal government reporting requirements
24. Process payroll in a timely manner
25. Provide clerical and administrative support to management as requested

**Desired Qualifications:** The bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Preference will be given to candidates with a working knowledge of the \_\_\_\_\_ accounting software package.