

Title: Assistant Bookkeeper
Department: Business Management
Reports to: Accountants
FLSA Status: Full-Time, Non-Exempt
Date Revised: June 2011

Summary:

Assist the accountants with the accurate and timely payments of multiple clients' payables and assist with general bookkeeping functions.

Essential Functions:

1. Inputs invoices and generates checks.
2. Does some coding.
3. Prepares some journal entries.
4. Researches payables invoices
5. Performs bank reconciliations.

Nonessential Functions:

1. Miscellaneous tasks and projects as assigned.

Knowledge, Skills and Abilities:

1. Strong computer experience necessary. Including ability to research on the internet, ability to utilize outlook and constantly check and respond to emails. Basic Excel and Word.
2. Ability to reason, multitask and work in a high pace environment.

Supervisory Responsibilities: N/A

Working Conditions:

1. Works at computer 100% of the time.
3. Occasional overtime required.
4. Minimal Hazards.
5. General office working conditions.

Minimum Qualifications:

1. At least one year's experience in accounts payable.
2. Basic bookkeeping knowledge required.

Success Factors:

1. Ability to communicate clearly and concisely, verbally and in writing, in English.

This job description does not list all the duties of the job. You may be asked by Partners or peers to perform, or assist in performing, other instructions and duties. You will be evaluated in part based upon your performance of the task listed in this job description.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Date: April 26, 2012

Employee's Signature:

Employee's Printed Name:
