



**JOB DESCRIPTION: BOOKKEEPER - PART-TIME**

**Tasks:**

- Compile and sort documents, such as invoices and checks, substantiating business transactions
- Scan paper documents as portable document files (PDF) and save on network
- Save files received electronically on network
- Verify and post details of business transactions to accounting system, such as funds received and disbursed, client and vendor invoices, and all electronic bank transactions
- Prepare checks, account statements, reports and other documents; review for accuracy
- Perform remote deposit of payments received
- Reconcile bank statements monthly
- Monitor accounts payable to ensure payments are timely
- Prepare weekly and monthly financial reports (e.g. account receivables aging, client profitability, commissions, etc.) for management team
- Prepare weekly and monthly financial reports for parent company
- Prepare ad hoc reports as requested by account managers
- Reconcile time keeping system with client invoices
- Monitor accounts receivable and become proactive in collecting delinquent accounts
- Update and communicate employee Paid Time Off balances and usage
- Track and reconcile Flexible Spending Account transactions
- Track and report carrier commissions received monthly

**Skills:**

- Working knowledge of QuickBooks (preferably Enterprise 2019) accounting system
- Experience with Microsoft Outlook
- Three to Five years experience using Microsoft Office with an emphasis on Excel
- Analytical – Analyze both quantitative and qualitative data to arrive at sound recommendations
- Time Management – Managing one's own time and the time of others
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.
- Service Orientation – Actively looking for ways to help people.
- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Consistency – Use descriptive and consistent naming of reports and files.



**Attributes:**

- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.

**Interpersonal & Team Working Skills:**

- Actively listen and demonstrate your understanding of co-workers point of view
- Demonstrate empathy for co-workers feelings
- Evaluate and accept responsibilities...including errors or misjudgments
- Willing to try new things in improving efficiency on assigned tasks
- Excellent written communications skills which demonstrate the ability to draft clear, concise and specifications, documentation and reports
- Demonstrate ability to be proactive, creative and innovative in solving problems and issues.
- Collaborates with fellow staff members and vendors to effectively and efficiently fulfill job related goals
- Attentive to the needs, expectations and feelings of all constituents including fellow staff members, vendors, professionals with who we interact and clients.
- Actively seeks ways to serve including identifying and assisting, as appropriate, tasks of those in senior positions.
- Proactive in approaching tasks and creating tools to assist in meeting client expectations/needs
- Proactive in producing work product which meets or exceeds internal or external client expectations/needs

Interested candidates please email cover letter and resume to [gninfo@cowdenassociates.com](mailto:gninfo@cowdenassociates.com)