

WSO has an Opening for a Full-Time Bookkeeper

Job Summary

- Assists controller with maintaining the company's financial records.
- Responsible for the downloading various financial account data.
- Accounts Payable and Inventory entry and maintenance.
- Oversees monthly reconciliation of inventory.
- Review Sales Tax filings.
- Preparation of special reports.

General Accountabilities

Accounts Payable

- Prepares Purchase Orders and related reports to maintain adequate inventory of supplies, equipment, and materials.
- Surveys vendors to ensure purchases comply with policies, regulations, and good purchasing practices.
- Contacts vendors to ensure on-time delivery of ordered materials.
- Answers vendor inquiries.
- Checks and approves all documentation supporting invoices and vouchers for payment.
- Arranges for return of defective materials.
- Prepares invoice deduction notices as necessary.
- Ensures incoming materials are inspected against orders for correctness, quantity, type, and damages.
- Enters Purchase Orders, Vendor detail, and Invoice data in WSO software.

Inventory

- Reviews accuracy of paperwork with regards to receiving or transfer of Inventory.
- Marks prices and documents stock into inventory facilities.
- Documents inventory on hand by utilizing a log or computer database.
- Maintains current inventory records of materials in stockroom and on order.
- Prepares inventory reports and distributes to appropriate personnel.
- Reconciles or notes and reports discrepancies found in records

Banking

- Receives, records, and banks cash, checks and vouchers.

Data base maintenance

- Regularly uses software applications to download and import orders from online ecommerce platforms into Quickbooks.

Reporting

- Classifies, records, and summarizes numerical and financial data to financial records, for Management Reports or General Ledger uploads. This includes detail, summary, or tables of cash receipts and expenditures.

Additional Responsibilities

- Answer phones when needed
- Performs a variety of clerical or back-office duties as needed.
- Reviews sales tax program and reporting on a monthly basis.
- Complies with federal, state, and company policies, procedures, and regulations.
- Distributes supplies, materials and equipment to the unit's offices and facilities as appropriate.
- Prepares necessary paperwork to ensure proper billing.

*The company reserves the right to add or change duties at any time.

Job Qualifications

- Education: Associate degree.
- Experience: 2 years; or equivalent of education and experience.
- Experience with Inventory processes is a plus.

Skills

- Excellent written and verbal communication skills.
- General office bookkeeping experience.
- Working knowledge of Quickbooks Desktop required.
- Beginner to Intermediate Excel skills needed.
- Familiarity with Shopify, Fishbowl Inventory, and Amazon Marketplaces desired.
- Math and reasoning

- Accuracy
- Attention to detail
- Critical thinking
- Time management

Full Time/Hourly:

- Salary commensurate with experience. Benefits include sick leave, holidays, IRA plan, vacation and personal leave.

Reports to:

- General Manager & Finance Controller

Please send letter and resume to applications@acawso.org