

***Job Title:***

Bookkeeper

Job Description Overview:

The Bookkeepers completes day-to-day accounting and finance activities for Growing Leaders and The Growing Leaders Initiative.

Reports to:

Operations Manager

Key Responsibilities:

- Execute accurate bookkeeping services in a fast and efficient manner on a daily basis
- Record all deposit activity from various merchant accounts and properly allocate to the appropriate accounts and classes
- Create invoices for the sales team
- Maintain accounts payable and ensure timely payments to all vendors
- Monitor accounts receivable and implement procedures to ensure timely collection of all payments within thirty days
- Process month and year end reconciliation of all accounts
- Process expense reports and reimbursement requests
- Produce financial reports on a monthly basis for the Chief Operating Officer
- Support the Operations Manager and outside accounting firm in preparation of annual tax information and filing
- Collaborate with the Operations Manager to create and document core processes for financial procedures to increase overall accuracy and efficiency
- Establish and maintain financial files and records to document transactions in a cloud-based solution and in hard copy as necessary
- Assist with additional projects and administrative support for the Operations Manager and Chief Operating Officer as needed

Qualifications

- Bachelor's degree in accounting or related field is preferred.
- Proven working experience as an advanced level bookkeeper. (A minimum of five years is preferred)
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry and record keeping
- Advanced computer skills in Quickbooks and Microsoft Office and Excel is required.
- Ability to manipulate and process large amounts of data
- Experience working with a high volume of monthly sales transactions
- Strong communication skills
- High attention to detail
- Experience working in a fast-paced, high-energy environment

Work Schedule:

- This is a full or part time position based in the Growing Leaders office in Norcross, GA. Office hours are 8:30am to 5:00pm Monday through Friday.