

# River Ridge Landscape Co.

## Job Description

**Job Title:** Bookkeeper

**Status:** Full-Time, Hourly, Monday thru Friday

**Supervisor Title:** Steve Lehenbauer, Owner

**Approved by:** Steve Lehenbauer

### JOB SUMMARY

As the full-charge bookkeeper you are responsible for daily financial tasks including but not limited to all accounts payable and receivables, bi-weekly payroll, **general journal entries**, month end and year end closing. You will prepare balanced financial reports at yearend to give to an accounting firm to do the yearend tax return. You must be accurate, detailed oriented, organized, meet deadlines, resolve problems, communicate clearly, and multi-task. Confidentiality is a must. You will also help the other managers as needed.

### JOB DUTIES

1. All duties associated with accounts payable: setting up vendors, inputting invoices, making payment, and 1099's.
2. All duties associated with accounts receivable: invoicing, collecting payment, sending out monthly statements, and bank deposit.
3. All duties associated with payroll: setting up new employees, bi-weekly payroll, tax deposit, quarterly reports, unemployment requests, garnishments, and W-2's.
- 4. General Journal entries. Knowing how to do debit and credit entries.**
5. Maintain chart of accounts, setting up new accounts as needed.
6. All duties associated with month end: bank reconciliation, financial statements, review and send invoices, and month end reports.
7. All duties associated with yearend: 1099's, W-2's, balanced books to the accountant for tax return, yearend adjusting entries.
8. Assist managers with paperwork.
9. Respond to requests and questions for information from customers, vendors, government agencies, co-workers, etc.
10. Maintain accurate and organized file system.
11. All other duties as assigned.

### JOB QUALIFICATIONS

1. Two years full-charge bookkeeping experience.

- a. **You must have taken some accounting classes and know what debits and credits are. And, be able to do a general journal entry.**
  - b. Please note that this is **NOT** a data entry or an assistant position. **YOU** are the person who does all of these duties.
2. Valid Montana driver's license.
  3. QuickBooks On-line helpful, but not necessary.
  4. Experience with Excel and Word.
  5. Expect some overtime.
  6. Good written and oral communications.
  7. Ability to lift a minimum of 25 pounds.
  8. Maintain a positive attitude towards personnel.
  9. Must be accurate and detailed oriented.
  10. Multi-tasking ability and organizational skills
  11. Ability to work under pressure, meet deadlines, resolve problems.
  12. Retain a high level of confidentiality.
  13. Reliable transportation.
  14. Proficient at 10-key.
  15. Proficiency in English Language.
  16. Ensure the security of financial information
  17. Ability to drive and run errands, ie bank deposit, office supplies
  18. Report to work on time, ready to work

### **BENEFITS**

401(k) matching after 1 year  
Paid Vacation  
Paid Sick  
Paid Holidays  
Pay: \$22-\$27 per hour