

Bookkeeper / Accountant

Job Summary: To perform all related bookkeeping functions and communicate accurately and timely all financial information to the GM.

Essential Functions:

- Understand and be able to generate the following:
 - Enter daily cash receipts and all related activities and summaries
 - Standard journal entries
 - General ledger adjustments
- Must be knowledgeable with the overview of bookkeeping with regard to:
 - Accounts Payable and all related activities and summaries
 - Accounts Receivable and all related summaries
- Ensure timely payout of specific receivables including but not limited to monthly credit card bill, quarterly sales tax and deposits
- Maintain excellent bookkeeping records
- Maintain confidentiality of all job-related information

Qualifications Required:

- Experience in retail operations and financial support services
- Demonstrated ability to work as a team member
- Has general understanding and working knowledge of Generally Accepted Accounting Principles as they pertain to the specific areas of responsibilities delegated
- Familiarity with retail financial management
- Knowledge of Quickbooks
- Excellent oral and written communication skills