

The Great American Bistro Position Description Bookkeeper

REPORT TO: Owner(s)	EXEMPT: <u>Exempt</u>
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SUMMARY

The bookkeeper is responsible for computing, classifying and recording financial transactions to ensure the financial records of the organization are accurate. The bookkeeper also performs routine financial calculations and general ledger duties. The bookkeeper may also check the accuracy of calculations performed by other employees.

DUTIES AND RESPONSIBILITIES

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates computers programmed with accounting software to record, store and analyze information.
- Checks figures, postings and documents for correct entry, mathematical accuracy and proper codes.
- Classifies, records and summarizes numerical and financial data to compile and keep financial records, using journals and ledgers or computers.
- Debits, credits and totals accounts in computer spreadsheets and databases, using specialized accounting software.
- Receives, records and banks cash, checks and vouchers.
- Complies with federal, state and company policies, procedures and regulations.
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Codes documents according to company procedures.
- Reconciles or notes and reports discrepancies found in records.
- Payroll, Tax filings for business and employees.

QUALIFICATIONS

- High school diploma or equivalent plus two to three years' previous experience.
- Associate degree in accounting preferred.
- Financial Management.
- Ethical Conduct.
- Thoroughness.
- Performance Management.
- Must be eligible to work in the United States.
- Must agree to background and credit check.

WORKING CONDITIONS

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary, as well as operate phones, computers, fax machines, copiers, and other office equipment.

DIRECT REPORTS

This position has no supervisory responsibilities.

HR Authorization Signature:

Manager Authorization Signature:

DISCLAIMER

The disclaimer indicates that The Great American Bistro job descriptions do not typically include every duty or responsibility that a person in the role may be asked to perform. In addition, a statement is included regarding nonessential functions of the job, such as “May be required to perform other related duties as assigned.”