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## CAREER OPPORTUNITY

**Position Title: Bookkeeper/Office Assistant**

We are looking for an experienced Office Assistant/Receptionist/Bookkeeper with extensive QuickBooks Desktop experience to join our team to implement various front and back office services. Duties include but are not limited to answering phones, filing, and general reception tasks; accounting operations such as accounts payables, accounts receivables, collections, bank reconciliations and preparation of the trial balance. This position will perform diverse administrative functions which at times will require confidentiality, initiative and sound judgment. The ability to communicate with co-workers, clientele and various distributors in a courteous and professional manner is essential.

### **Responsibilities:**

1. Greet customers and answer phones in a professional manner
2. Daily processing of accounts receivables
3. Collection calls on overdue accounts
4. Weekly review and processing of accounts payables
5. General ledger journal entries and preparation of the trial balance when required
6. Analyze discrepancies in accounts and develop a reasonable plan to reconcile
7. Ability to generate and interpret week end and month end reports
8. Bank reconciliations and credit card reconciliations
9. Calculation of sales commissions and data entry for 3<sup>rd</sup> party payroll processing
10. Sales Tax processing and reports
11. Serves as a valuable support system to the Sales Department and the Service.
12. Computer Familiarity to access e-mail, electronic calendars, and other basic office support software.

### **Requirements:**

1. Must have a minimum of 5 years Bookkeeping, A/P, A/R and Collections experience.
2. Must have strong and current QuickBooks Desktop Enterprise Solutions experience (preferably most recent version).
3. Must be computer literate and experienced with Outlook, Word and the ability to create spreadsheets with formulas in Excel.
4. Must be dependable, responsible, and meet regular deadlines.
5. Must have excellent problem solving and critical thinking skills.
6. Must be able to multi-task in a fast-paced working environment with interruptions throughout the day.
7. Must be able to work from 8:00 AM to 5:00 PM (Monday through Friday) with a Set Lunch Hour from 12:00 PM to 1:00 PM.
8. Candidates must be flexible and able to adapt to changes within business practices due to company growth.
9. College or associates degree preferred, or equivalent experience.
10. Background Check and Drug Test Required.

*If interested submit resume with salary history to [accounting@benderassoc.com](mailto:accounting@benderassoc.com).*