



A/R - Bookkeeper

Job Description

Duties and responsibilities include but are not limited to:

- Manage and oversee a team of 3 employees
- Run bi-weekly payroll
- Monthly bank reconciliation
- Coordinate with insurance vendors
- Import billing information to QuickBooks
- Maintain client contact database to ensure accuracy of client mailing information
- Process credit card transactions
- Track accurate ageing report and ensure any necessary actions are facilitated in an orderly fashion
- Participate in collection activities, placing calls to past due accounts to request payment, to maximize revenue from past-due or problem accounts. Comply with customer request at time of notification of past due accounts, as missing invoices.
- Working closely with sales and customer service to understand customer agreements

Required skills & experience:

- Excellent verbal, written and presentation skills to effectively communicate with employees and clients.
- Strong attention to details, able to multi-task and meet tight deadlines in a fast-paced environment.
- Must have proficiency in Outlook, Word, and intermediate knowledge of Excel.
- QuickBooks and accounting software knowledge required
- Must have previous Accounts Receivable experience
- Ability to adapt to change, meet the changing demands of the work environment, any delays or other unexpected demands.
- Perform responsibilities with a high degree of quality and look for means of improving and promoting quality.
- Self-motivated, able to work well in an entrepreneurial environment and be a team player

Please email resumes to Gabrielle@JackJaffa.com