

## **JOB DESCRIPTION**

**Title:** Bookkeeper & Administrative Assistant  
**Reports to:** Human Resource Manager  
**Supervises:** None

### **I. Basic Function:**

The Bookkeeper creates financial transaction and generates reports from that information. The creation of financial transaction including posting information to accounting software from such documents as invoices to customers and vendor invoices. Act as primary administrative support in the areas of Executive, Human Resources, Operations and Business Development.

### **II. Bookkeeping Responsibilities:**

- Purchase supplies and equipment as authorized by management.
- Monitor office supply levels and reorder as necessary.
- Tag and monitor fixed assets.
- Pay supplier invoices in a timely manner.
- Take all reasonable discounts on supplier invoices.
- Pay any debt as it comes due for payment.
- Issue invoices to customers.
- Ensure that receivables are collected promptly.
- Record cash receipts and make bank deposits.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Issue financial statements.
- Provide information to the external accountant who creates the company's financial statements.
- Assemble information for external audits for the annual audit.
- Calculate and issue financial analysis of the financial statements.
- Maintain an orderly accounting filing system.
- Comply with local, state, and federal government reporting requirements.
- Process payroll in a timely manner.
- Provide clerical and administrative support to management as requested.
- Follow accounting policies and procedures.

### **III. Administrative Responsibilities:**

- Strong creative thinking and desire to solve problems.
- Use proper English grammar demonstrated through both speech and written communication.

- High degree of flexibility and teamwork.
- Ability to represent the company at networking or other business-related activities
- Ability to maintain confidentiality.
- Excellent time management and organizational skills.
- Answer the phone, greet visitors and/or clients and help current and prospective employees as needed.
- Use and maintain copiers, printers, fax machines, phones and computers.
- Act as administrative support to the president/CEO and other members of the management team.

**Provide research/analysis and proposal writing:**

- The skill to independently define, schedule and assist in the proposal preparation process, including the ability to understand and analyze the details of an RFP.
- A working knowledge of government and military contracts, GSA and FAR is required.
- Assist in search various government and other websites for bid opportunities coming available within a specified time.
- Work with the proposal team to gather information, draft and/or write sections for complex government and/or commercial proposals and bid preparations.
- Coordinate with Operations and Human Resources Departments to ensure proposals are in accordance with FARs.
- Act as team lead to copy, collate and send finished copies or other related administrative tasks as necessary.
- In addition to work on specific proposals, will create corporate concepts and boilerplate content for use in future proposals.

**Online Community Management:**

- Manage social networking communities including FaceBook and other similar media outposts.
- Knowledge and understanding of online community platforms and their respective participants (forums, blogs, photo uploads, profiling, etc.) and how they can be deployed in different scenarios.
- Experience in writing social media content and familiarity with FaceBook, Word Press, Constant Contact and other platforms.
- Develop, schedule and post content for the site community.
- Work with management team and vendor to ensure the community platforms are kept up-to-date and functional. Collect user feedback and report back to management team on both specific comments and trends.

**IV. Education and Work Requirements:**

- Bookkeeper candidate should have an Associate's degree in accounting or business administration, or equivalent business experience (6 years), as well as a knowledge of bookkeeping and generally accepted accounting principles.

- Thorough knowledge of QuickBooks and Human Resource Information Software (HRIS) software.
- Competency in payroll, accounts receivable and accounts payable.
- Use of proper English grammar through both speech and written communication.
- Thorough knowledge of Microsoft Office including Word, Excel, PowerPoint and Outlook.
- Ability to accurately perform detailed work and work in independently in an interruption rich environment.
- High degree of flexibility and teamwork.
- Ability to maintain confidentiality.
- Excellent time management and organizational skills.
- Demonstrate judgement and problem-solving.
- Notary Public License or ability/willingness to obtain.

#### **V. Physical demands:**

- 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee will spend much of the time sitting at a desk, working with a computer and speaking with vendors and/or clients by phone. This will require that the employee be able to sit for long periods, speak and hear. The employee will need to have visual acuity to read a computer screen and the manual dexterity to key at a rate required by this position and be able to manipulate a mouse. The nature of the work requires a detail orientation and a high degree of accuracy. The employee will regularly use office equipment and perform standard functions to keep the equipment in working order. As example, this may require the employee to unjam a copier, fill it with paper or replace toner. To do this or other functions in the office, the employee will need to stand, walk, bend, stoop, crouch or get down on one or both knees. The employee may need to lift, push or pull 25 pounds regularly and occasionally up to 50 pounds with assistance. The employee maybe asked to visit or work for short periods at a client site using own or a company vehicle. Therefore, the employee will need to be able to legally drive a motor vehicle.

#### **VI. Work environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The employee performs the duties of this job in an office and experiences no extremes in work environment.

Note: This description is intended to indicate the kinds and levels of work difficulty that will be required of the position that will be given the title and shall not be construed as declaring what specific duties and responsibility of any particular position shall be. It is not intended to limit or in any way modify the right of the supervisor to assign, direct, and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties mentioned that are of a similar kind or level of difficulty.