

Company: _____

Job Title:	Bookkeeper	Job Category:	
Department/Group:		Job Code/ Req#:	
Location:		Travel Required:	
Level/Salary Range:		Position Type:	[i.e.: full-time, part-time, job share, contract, intern]
HR Contact:		Date posted:	
Will Train Applicant(s):		Posting Expires:	
External posting URL:	Once you have edited your job description, you can post the job on _____.		
Internal posting URL:			
Applications Accepted By:			
Fax or E-mail: (____) _____ - _____ or email: _____ Subject Line: Attention: [Recruiting or HR Department RE: Job Code/Req# and Title]		Mail: Hiring Manager: _____ Dept: _____ Company: _____ Address: _____ _____	
Job Description			
Job Purpose: Maintains records of financial transactions by establishing accounts; posting transactions.			
Duties: <ul style="list-style-type: none"> • Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures. • Maintains subsidiary accounts by verifying, allocating, and posting transactions. • Balances subsidiary accounts by reconciling entries. • Maintains general ledger by transferring subsidiary account summaries. • Balances general ledger by preparing a trial balance; reconciling entries. • Maintains historical records by filing documents. • Prepares financial reports by collecting, analyzing, and summarizing account information and trends. • Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions. • Contributes to team effort by accomplishing related results as needed. 			

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Skills/Qualifications:

- Developing Standards, Analyzing Information , Dealing with Complexity, Reporting Research Results, Data Entry Skills, Accounting, SFAS Rules, Attention to Detail, Confidentiality, Thoroughness

[NOTE: To post your job on [company URL], copy this description and click here [company URL]. You can log in to an existing account or provide your e-mail address if you are a new user. Select the zip code where the job is located, and then paste the job description into the online wizard. Then simply complete the required information and check out.]

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	