



Wilbur's
of Maine
CHOCOLATE CONFECTIONS

Bookkeeper

Job Overview

The Bookkeeper completes day-to-day financial tasks for the company and provides administrative support to the Office Manager. The Bookkeeper is primarily responsible for completing Accounts Payable, Accounts Receivable and Financial Reconciliation tasks. The Bookkeeper also has payroll related responsibilities and is occasionally responsible for completing other financial projects or non-financial related tasks as assigned by the Office Manager. This is a part-time position, 20-24 hours per week depending on business demand.

Responsibilities and Duties

- Enter general ledger journal entries for Retail Daily Sales, Accounts Receivable and Accounts Payable transactions into QuickBooks accounting software.
- Process Accounts Payable credit card and check payments in an organized and timely manner according to company processing guidelines.
- Complete credit card and bank account reconciliations.
- Prepare and mail checks, process bank deposits and financial reports.
- Collect and compute payroll hours to submit for payroll processing.
- Works with Vendors, Shipping/Receiving, Retail Managers and others in the Finance Department to resolve discrepancies and account issues.
- Prepare monthly reports in support of the Office Manager.
- Perform other duties as assigned

Qualifications

- Associates Degree in Accounting or Finance (preferred) or equivalent experience in an accounting or finance environment.
- Experience with QuickBooks or other accounting software.
- Data entry skills including operating spreadsheets and accounting software with a high level of accuracy and efficiency.

- Solid understanding of basic accounting principles and procedures.
- Excellent attention to detail, problem solving and time management skills.
- Ability to build relationships with other businesses and internal departments.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, sit, walk, and reach with arms and hands. The employee must be able to work / type at a computer terminal for extended periods of time. The employee is required to talk and hear, and have vision abilities. The ability to climb stairs is required. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The noise level in the work environment is moderate. The passage of employees through the work area is average and normal. The employee needs to be able to work in a moderate sized shared office space. Chocolate sampling is encouraged.