



Position Description for: Part-Time Bookkeeper (20-29 hours/week)
Reports to: CEO

Summary Description: Part-time bookkeeper for fast paced, fun work-environment, with potential to grow into a full-time position.

The key results that will result in superior performance are:

- Timely and accurate processing of all bookkeeping functions.
- Effectively builds & maintains internal & external relationships.

Minimum Qualifications:

- 5+ years experience in bookkeeping
- College degree
- A working knowledge of MS Office Suite, Google Apps, time tracking and project management software.
- The ability to spell, type and communicate well using a variety of mediums is required. Previous advertising, media, marketing or creative production industry experience preferred.
- Must be at least 18 years of age - Driver's License

Bookkeeper duties:

- - - Cloud based computing, classifying, and recording of numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Help to maintain cash flow. Review and assist in keeping budgets balanced.

Locate and notify customers of delinquent accounts by mail, or telephone. Duties include receiving payment and posting amount to customer's account; preparing invoices, statements, reconciliations, and keeping records of collection and status of accounts. Use online tools such as bill pay, downloading transactions, syncing and remote deposits.

Compile and post employee time and payroll data report (our payroll services is outsourced). May compute employees' time worked, production, and commission. Assist with processing employee benefits such as retirement accounts, health insurance and other benefits provided.

Answer phone calls, and/or interact with customers to provide information in response to inquiries. Ensuring clients are satisfied.

Ideal candidate will have a diplomatic, tactful, proactive, friendly, helpful perspective on life. Willingness to grow with a 12 year old marketing/advertising/creative production small business is a must. Be extremely able to multi-task, remain flexible in job duties as small business employees tend to wear many hats, be very organized, be process improvement oriented, a team player, and pay very close attention to the little details that all add up to make a big difference.

Salary depends on experience. Schedule will be determined when candidate is chosen. Please send resumes, cover letters and references to jobs@peppershock.com.