



JOB DESCRIPTION

TITLE Bookkeeper

JOB EXPECTATIONS (of All Personnel)

- To provide great value to the clients of Earth Bookkeeping & Payroll
- To follow work practices that support a more sustainable community and environment
- To continually learn, practice and improve knowledge and skills used in bookkeeping and payroll
- To maintain the highest level of integrity and a helpful, friendly and optimistic attitude
- To honestly and courteously express any concerns and suggestions

PERFORMANCE RESPONSIBILITIES

- Use QuickBooks (desktop and online) for the full range of bookkeeping forms and processes, including but not limited to bills, checks, journal entries, invoices, deposits, and credit card charges
- Use Payroll Relief® to process payroll in an accurate and timely manner
- Reconcile bank and credit card statements
- Prepare, print, and export financial reports
- Operate computers, printers and any other office machine
- Display proficiency with current and recent versions of QuickBooks and Microsoft Office and other software used to maintain job expectations
- Follow file naming and storage protocols
- Perform other general office duties as assigned

REQUIREMENTS

- Capable of fulfilling the job expectations and responsibilities in our current office environment
- Ready and willing to improve and help others improve in all facets of our work
- Comfortable with and supportive of existing business branding and culture
- Free of noticeable chemical or tobacco odors

TERMS OF EMPLOYMENT

- 3 months introductory period
- 21- 35 hours per week, subject to change