

Job Description

Whitefish Outfitters & Tours



Title: Bookkeeper

Status: PTYR

Wage: DOE

Reports to: Owner

Employees Supervised: Yourself

About Us

Whitefish Outfitters and Tours is a small, locally owned/managed tour company based in Whitefish, Montana. We pride ourselves in providing world-class experiences for our guests while also providing lucrative jobs for our guides and employees.

We are young and we are growing rapidly. No two days are ever the same. In our peak seasons of May-September, the management team works hard to ensure the smooth running of daily operations. This does not mean we do not value time off, it does mean that your 8-hour day can easily turn into a 10-hour day if that's what is needed.

Job Summary

We are looking for a skilled Bookkeeper to maintain our financial records - purchases, sales, receipts and payments. Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our company.

- Utilizing Quickbooks
- Inputting invoices and updating Quickbooks to current rates
- Closing the books
- Day-to-day company bookkeeping for all business ventures – Whitefish Outfitters & Tours, Whitefish Trails, Whitefish Shuttle, etc.
- Banking of cash and check receipts
- Overseeing accounts payable
 - Processing and coding vendor invoices, posting and issuing checks, credit card and online payments, and integrate vendor payments
- Overseeing accounts receivable
 - Ensuring accuracy and efficiency of operations, processing and monitoring incoming payments. Secure revenue by verifying, posting receipts and staying in contact with all partners.
- Assisting with the month-end and year-end closes
- Analyzing and reconciling tax payments
- Recording alternative transactions in FrontierPay and reconciling to K-1s
- Administer state and federal regulatory reporting and maintain employee records

- Communication Skills – ability to communicate clearly in conversations and interactions with others
- Analytical and Problem-Solving Skills – ability to solve a problem by using a logical and systematic approach
- Leadership Skills – ability to think and work independently and co-operatively to produce innovative solutions
- Managing Change Skills – ability to demonstrate support for innovation and changes needed to improve organization
- Adjusting entries

General Overview

The Bookkeeper maintains the company's daily financial transactions. They keep order by maintaining accurate books on accounts payable/receivable, payroll, and financial entries and settlements. They perform daily accounting assignments such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Job duties include working closely with the owner. You'll create and analyze financial reports and ensure legal requirements compliance, processing the accounts payable and receivable and manage invoices and tax payments.

They're friendly, highly organized, and have strong verbal and written communication skills. Bookkeepers are the silent but powerful heroes of our operation. They keep tabs on everything and anything to make sure that your company's finances stay intact, including cash flow statements, bank reconciliations (also known as reconciliation) and loss statements.

On a day-to-day basis, Bookkeepers complete data entry, collect transactions, track debits and maintain and monitor financial records. They pay invoices, complete payroll, file tax returns and even maintain office supplies.

The Bookkeeper is free to use systems of organization that are already in place, or to create/develop/implement their own systems.

The Ideal Candidate Has

- Proven bookkeeping experience
- Concrete understanding of basic bookkeeping and payable/receivable principles
- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills with a talent for numbers
- Firsthand experience with spreadsheets and proprietary software
- Proficiency in English and in Microsoft Office
- Customer service oriented and excellent negotiation skills
- Strength in accuracy and attention to detail
- BS degree in Finance, Accounting or Business Administration

- Detail-oriented and organized
- Takes initiative, can prioritize and can regularly meet deadlines
- Being trustworthy and honest because you're privy to so much important and confidential information