

## Bookkeeper/Office Admin Position Overview

FOUR NINE DESIGN is a fast-growing manufacturer of low temperature research tools for the cryogenic and quantum computing industry. We are located in beautiful Billings, MT. We are now hiring someone experienced in bookkeeping and office administration to join our growing team. If you're experienced, detail oriented, and excited to be part of a winning team, FOUR NINE is an excellent place to expand your horizons. Apply today!

### Responsibilities for Bookkeeper/Office Admin

- Reconcile all accounts on an as needed basis
- Maintain and balance the general ledger in an accurate, complete, and up-to-date manner
- Perform all activities related to the accounts payable function including reviewing, coding, and processing payments
- Perform account receivable functions including invoicing, deposits, collections, and revenue recognition
- Prepare financial reports through collection, analysis, and summarization of data
- Prepare custom managerial accounting reports
- Perform payroll functions in an accurate and timely manner, and submit payroll taxes
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions
- Provides administrative support to ensure efficient operation of office.
- Create and maintain filing systems, both electronic and physical
- Assist with purchasing and inventory management

### Qualifications for the Role

- Bachelor's degree in Accounting, Finance, or related field
- 3-5 years relevant experience working in accounting and bookkeeping
- Thorough knowledge and understanding of GAAP
- Strong verbal and written communication skills
- Proficient skills in QuickBooks and Microsoft Excel
- Experience with accounts payable, accounts receivable, payroll, and general ledger
- High degree of accuracy and attention to detail
- Ability to learn new things and adapt as the company grows

Looking to fill position Immediately.

Salary depending on experience.

To apply, please send resume and brief biography to [caleb@fournineproducts.com](mailto:caleb@fournineproducts.com).