

Full Charge Bookkeeper Position

The Full Charge Bookkeeper for a multi-state customer-based company. The individual for this position will be primarily responsible for all accounting & bookkeeping activities, reconciling ledger accounts, financial statement preparation, and managing invoicing of contract projects.

Full cycle, including but not limited to:

- Accounts Payable Process, ensuring timely and accurate payments to vendors and subcontractors.
- Accounts Receivables Process, recording daily payment transactions and making bank deposits.
- Reconcile general ledger accounts, conduct bank reconciliations, and monitor cash flow.
- Contract project(s) progress invoicing, reconcile invoice(s) to contract to ensure no discrepancies.
- Produce accurate periodic reporting for internal purposes & outsourced Accounting firms.
- Process biweekly payroll using an external payroll company and maintain all payroll records.
- Process biweekly worker's compensation filing and maintain records for annual audit.
- Maintain records of all projects for internal/external auditing and tax purposes.
- Work with sales by ensuring farm projects are invoiced per contract and financial terms.
- Maintain customer's multi-state sales tax exemption certificate ensuring current with each State's regulations.
- Report any financial discrepancies to the Manager for review.
- Review indirect and direct accounts for unusual/excessive activity and report monthly.
- Manage daily credit card transactions by employees & categorize them into appropriate expense accounts.
- Maintain FMCSA and US DOT MCS-150 Annual updates & filings.
- Ensure all company vehicle annual registration renewals and Insurance ID Cards are current.

Skills:

- Bachelor's degree in accounting, finance, or Associate's degree +5 years of experience.
- Proficiency in accounting software Experience in QuickBooks Online required.
- Knowledge of Generally Accepted Accounting Principles.
- Experience in the Agricultural industry a plus.
- Experience with multi-state PFL / DBL and sales tax preparation and filing.
- Exceptional time management and organization skills; ability to prioritize in a busy environment.
- Proficiency in Microsoft Office Excel and Word.
- Familiarity with Human Resources standards and new hire procedures.
- Excellent attention to detail and organizational skills.
- Strong analytical and problem-solving abilities.
- Effective written and verbal communication skills.

Benefits package:

Medical, Vision, Disability Insurance, Retirement Plan, Earned PTO, Paid Holidays

Full-time Schedule:

Monday - Friday 8 AM-4 PM

Compensation: Based on Experience