

Georgetown Station Convenience Store
Part-Time Bookkeeper
Job Description

Position: Part-Time Bookkeeper
Date: 1/25/12
Salary Range: TBD
Reports to: Georgetown Station Convenience Store Manager
Position opens: 1/25/12
Position closes: Open Until Filled

Contact: Georgetown Station Convenience Store for Application-(360)267-0753

Bookkeeper's Responsibilities:

- Full cycle Accounts Receivable including Collections and Billing.
- Full cycle Accounts Payable.
- Daily Audit functions.
- Multiple bank reconciliations and record keeping.
- Detailed Analysis and preparation of reports for the Enterprise President.
- Payroll for 10+ employees including W2's, 1099s and any other applicable tax reporting.
- Experience with QuickBooks and Excel is REQUIRED.
- At least 2 years completed of coursework in Finance or Accounting
- Additional duties as necessary, required by Management

The best candidate for this excellent opportunity will be highly *ANALYTICAL* and able to multi task and complete projects timely. The Full Charge Bookkeeper will be organized, detail oriented, and able to work under pressure.

EXPERIENCE AND EDUCATION

Two year Associates Degree OR High School Diploma/General Education Degree (GED) plus three years auditing and accounting: or equivalent combination of education and experience.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Work schedule may vary each week. Must have a strong commitment to teamwork, have good communication skills. Background check and drug/alcohol test required.

Confidentiality: This position requires strict confidentiality.

DRUG FREE WORKPLACE: The successful candidate will be required to follow the Georgetown Station Drug Free Workplace policies.

Native Preference: Preference for (qualified) Shoalwater Bay Tribal community members is in effect for this position.