

# **Bookkeeper/Administrative Assistant**

## **Job Summary**

Perform general office duties and some bookkeeping tasks including advertising, HR, A/R,A/P and POS management.

## **Responsibilities and Duties**

- Accounts Receivable: including preparation of monthly statements and maintaining customer records
- Accounts Payable including: purchase orders, receiving, payment, reconciling, and maintaining vendor records
- Imports from POS
- Maintain employee timesheets and prepare payroll
- Maintain employee files and review I-9 and help to maintain other HR documents
- Maintain required business documents
- Prepare cash deposits
- Maintain POS inventory and pricing
- General office administration including reviewing advertising, updating handouts, maintaining customer mailing list
- Answering phones when necessary
- maintaining social media accounts
- Perform other related duties as may be requested by the Owners , General Manager and Senior Bookkeeper

## **Qualifications and Skills**

Warm personality, Strong communication skills (written and verbal)

Must be extremely organized, creative, have attention to detail, work well independently and with others and be able to meet deadlines.

Job Type: Part-time

Salary: \$15.00 to \$18.00 /hour