

# Bookkeeper

Express Employment Professionals is currently accepting applications for the position of BOOKKEEPER in Ashland, Wisconsin. This is a full-time position and a great opportunity to get in with a reputable Ashland area business. Job details listed below. For more information or to apply, call our office at 715-256-8056 or email a resume to [tori.lizak@expresspros.com](mailto:tori.lizak@expresspros.com). Applications are accepted online at [www.expresspros.com/duluthmn](http://www.expresspros.com/duluthmn) and other jobs are viewable at <http://bit.ly/1JmEP4N>

## Job Description

Compute, classify, and calculate the fundamental aspects of a company's financial recordkeeping, including recording financial transactions, managing accounts payable and receivable, and reconciling bank statements and posting transactions.

## Job Responsibilities

- Develop system to account for financial transactions by establishing a Chart of Accounts
- Prepare financial reports by collecting, analyzing, and summarizing account information and trends
- Perform detailed research/adjustment functions
- Maintain and balance subsidiary accounts by verifying, allocating, and posting transactions and reconciling entries
- Maintain and balance general ledger by transferring subsidiary account summaries, prepare trial balance and reconciling errors
- Receive, approve and or decline invoices; Pay invoices and maintain ledgers
- Prepare profit and loss statement and balance sheet
- Generate 1099's and W-2's
- Monitor firm's assets
- Assists with budget preparations
- Assist accountants with tax preparations

## Qualifications

- Associate's degree (A.A.) from 2 year college or technical school; Bachelor's degree (B.S.) preferred

- 1-3 years related experience
- Ability to read, write and comprehend instructions, correspondence and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients and other employees of the organization
- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages and volume.
- Proficiency in MS Office, including the ability to operate computerized accounting and spreadsheet programs
- Excellent analytical, problem solving and decision making skills; high degree of accuracy, attention to detail and confidentiality

## **Physical Requirements**

- Regularly spend long hours sitting and using office equipment and computers
- Regularly move from sitting to standing positions effortlessly
- Regularly work on repetitive tasks
- Regularly use hands and fingers to handle, control or feel objects
- Regularly see details of objects that are less than a few feet away
- Regularly speak clearly so listeners can understand
- Regularly understand the speech of another person
- Frequently bend to file and maintain files
- Occasionally lift 5-10 pounds

Express Employment Professionals is an Equal Opportunity Employer.