

Bookkeeper Job Description

Are you great with numbers, pay attention to details and are looking to work in the brewing industry?

We are looking for an individual to work 20-25 hours a week to handle our bookkeeping needs. 3+ years experience and Quickbooks is required.

Key Duties:

- Process accounts payable and accounts receivable.
- Review payments received and record deposits.
- Maintain accounts by verifying, allocating, and posting transactions.
- Oversee the general ledger.
- Issue financial statements.
- Conduct a monthly reconciliation of all bank and credit card accounts.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Maintain the chart of accounts
- Provide clerical and administrative support to management as requested.

Requirements

- Solid understanding of QuickBooks
- Associates Degree in Accounting, Finance or Business Administration preferred
- Deep understanding of accounts payable and accounts receivable
- 3+ years experience working as a bookkeeper
- Available 20 - 25 hours a week
- Previous brewery or restaurant experience preferred

Please submit your resume to info@modistbrewing.com

