

Job Title: Bookkeeping

Location: Sioux City, IA,

Reports to: Office Manager

Position Summary: The Bookkeeper will perform a wide range of administrative and office support activities for the Office Manager in facilitating the efficient operation of the organization.

Job Responsibilities:

- -Answer phone/take messages.
- -Open UPS/FedEx daily and disperse mail/items accordingly
- -Ship UPS/FedEx daily to other stores/vendors/customers
- Order FedEx supplies
- -Look over FedEx/UPS billing
- -Mark in inventory
- -Transfer inventory to other locations
- -Call vendors if needed
- -Filing
- -Demonstrates ability to take initiative, anticipate needs and exercise independent/sound judgment
- A/P training

Job Requirements:

- -Work experience as a bookkeeper or similar role preferred
- -Bookkeeping or accounting certificate preferred
- -Must be proficient with Microsoft Office
- -Familiar with Point of Sale
- -Highly organized and self-motivated.
- -Excellent verbal and written communication skills.
- -Time-management skills
- -Ability to pay attention to detail

- -Organization skills
- -Ability to multitask
- -High level of confidentiality required

Effort:

- -Daily lifting of up to 20 pounds required, with occasional lifting up to 50 pounds desired
- -Ability to concentrate on and accomplish a task or work despite distractions and interruptions required
- -Ability to handle multiple tasks required
- -Ability to work under time pressures created by due dates and deadlines required

Consequence of Error:

Errors in completion of position duties can result in customer dissatisfaction, which can directly or indirectly affect the entire company

Working Conditions:

- Hours are Monday-Friday, and overtime is optional during holidays and special events. Inventory is mandatory.
- -The activities listed above are those anticipated as being necessary for performance of the duties of this position. Other non-essential functions may be assigned at the discretion of management.