

**NEW HIRE**

Paid Health Insurance (100%) – 60 day waiting period on hire

Paid Holidays – effective immediately (Christmas, New Year's, Thanksgiving, Memorial Day, July 4<sup>TH</sup> and Labor Day)

Direct Deposit available

\$30,000 Life Insurance Policy – Company paid

Sam's or Costco Card

Bonus program (if available)

**After one (1) year of Service:**

1 week (40 hours) paid Vacation (no carry-over or accrual)

1 week (40 hours) paid Sick Days (no carry-over or accrual)

Eligible to participate in Company Simple IRA Retirement Plan (Edward Jones)

**After two (2) through four (4) years of Service:**

2 weeks (80 hours) paid Vacation (no carry over or accrual)

1 week (40 hours) paid Sick Days (no carry-over or accrual)

**After five (5) years and beyond of Service:**

3 weeks (120 hours) paid Vacation (no carry-over or accrual)

1 week (40 hours) paid Sick Days (no carry-over or accrual)

## **JOB DESCRIPTION**

### **FULL CHARGE BOOKKEEPER/STAFF ACCOUNTANT**

The Bookkeeper reports to the President and is responsible for, but not limited to, maintaining the day-to-day accounting functions, accruals, financial statement preparation, and performing general accounting functions, as required.

The **essential job duties** shall include, but limited to, the following:

1. Full cycle Accounts Receivable
2. Accounts Payable
3. Multiple Bank reconciliations for depository accounts
4. Reconcile all balance sheet accounts; reviewing for input accuracy and prepare monthly reports and journal entries, as needed
5. General Ledger maintenance
6. Prepare semi-monthly payroll (time card review, calculate attendance)
7. Prepare monthly financial statements
8. Maintain required business documents
9. Prepare annual 1099's
10. Maintain financial document retention files
11. New vendor setup and maintenance
12. Deposits; cash reports
13. Prepare and/or review all expense reports for accuracy and proper expense disclosure
14. Perform other related duties as may be requested by management
15. Manage Merchant Accounts/CC Software(including Reconciliation)

#### **REQUIREMENTS:**

1. Bachelor's Degree in Accounting preferred
2. Proficient in accounting software (MAS 90 desired)
3. Extensive knowledge in Generally Accepted Accounting Principles
4. Proficiency in Microsoft Office
5. Proficient in Excel Spreadsheets
6. Ability to prioritize and multi-task in a fast paced work environment
7. Highly organized and detailed oriented
8. Able to complete tasks accurately and timely with minimal supervision
9. Strong verbal and written communication skills
10. Thrives in a collaborative, team player office environment
11. Ability to interface well with staff and external contacts
12. Proven ability to maintain confidentiality
13. Strong organizational skills

**REPORTS TO: PRESIDENT**

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