

## **Full Charge Bookkeeper**

### **Job Description**

#### **Overview**

The Image Masters Full Charge Bookkeeper assists the CEO and General Manager with accounts receivable, accounts payable, payroll, reconciliations and reports as well as licensing and compliance issues.

#### **Responsibilities**

Invoice completed jobs on a timely basis.

Manage the accounts receivable collection process, starting with email reminders and statements and escalating to phone calls, demand letters and small claims filings (if authorized by the GM).

Post client payments against orders in cloud-based enterprise software (@ease).

Send copies of paid invoices to clients after payments.

Post COGS invoices received from vendors against POs in @ease, including SRFs.

Clear internal production POs once production is completed.

Post non-@ease bills to QBO on a weekly basis.

Reconcile monthly credit card bills.

Reconcile bank statements on a monthly basis.

Reconcile vendor accounts according to established schedule.

Create placeholder for Travis jobs on a weekly basis.

Review time sheets and process payroll twice monthly.

Track and manage employee benefits and allocations

Prepare and distribute 1099s to vendors.

Prepare new collegiate licensing requests needed by sales staff.

File our online licensing reports with BrandManager 360 quarterly with data supplied by the sales reps with licensed clients.

Watch monthly update webinars required to keep our FLA membership current.

Provide information to FLA on our compliance efforts and on our suppliers as they request such information.

### **Required Qualifications**

- BA or AA in accounting, or equivalent experience
- At least three years of bookkeeping experience
- Highly proficient in QuickBooks
- Knowledge of accounting principals and procedures
- Detail oriented
- Able to manage multiple projects concurrently
- Experience in managing and process payroll
- Excellent interpersonal and customer service skills
- Attention to detail and accuracy
- Experience and proficiency using Excel
- Ability to learn new computer programs quickly
- Ability to work as a team member as well as independently
- Must successfully pass a background check.

### **Work Environment**

We will consider a remote working arrangement for a highly qualified and motivated candidate.

Image Masters is a family-owned and family-oriented team. We take our work seriously but we understand that family always comes first so we do our best to accommodate reasonable requests as they arise. The work environment is casual, light and friendly, but we do get work done.

### **Benefits**

All full time Image Masters employees qualify for generous health, dental and vision plans, with the company picking up the majority of those costs. After a year plus on the job team members are eligible for our 401k plan with 4% company matching.