



JOB DESCRIPTION: Bookkeeper 2

Title: Bookkeeper 2
Reports to: SVP of Finance

Job Summary

- The Friday Harbor position provides the timely payment of all entity invoices with an emphasis in managing customer interaction, billing, and processing of daily collections for deposit, and performs related work as required.

Responsibilities

- The principal functions of an employee in this position are to perform the duties of an Accounts Payable and Accounts Receivable professional, and to assist the department with customer contact as well as the research, development, and implementation of various new programs and any other duties as required or as assigned by supervisory or contracted accounting personnel. It is necessary for an employee in this position to have an excellent overview of the entity's operation in order to provide a variety of services and support to other employees. The nature of the work performed requires that an employee in this position establish and maintain effective working relationships with internet subscription customers as well as other entity employees.

Qualifications

- Bachelor's degree or Associate degree in accounting or equivalent preferred
- Considerable experience in banking, accounting, or bookkeeping
- Any equivalent combination of experience, education and training which provides the knowledge, skills, and abilities necessary to perform the work

Competencies

- Processes vendor payments in accordance with the accounts payable process
- Receives and reviews invoices
- Maintains vendor listing
- Investigates and reconciles vendor statements with payments
- Confers with and answers questions from vendors
- Ensures compliance with department policies and procedures
- Process customer bills, credit, and collection data on a daily basis
- Process incoming cash for the entity via the cash drawer, credit card, or ACH
- Maintain knowledge and application of all billing rate schedules
- Assist customers with questions regarding billing or collection issues
- Keeps immediate supervisor and designated management fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems.
- Respond to customers' questions and comments in a courteous and timely manner
- Perform other related duties as assigned.

Skills

- Good knowledge of the principles and practices of accounting
- Good knowledge of financial office procedures and practices
- Ability to accurately handle multiple tasks
- Ability to interpret accounting reports and records and to analyze accounting data for control and reporting purposes.
- Ability to make decisions in accordance with established policies and procedures
- Ability to independently solve problems within assigned areas of responsibility
- Ability to handle confidential financial, administrative and employee information with tact and discretion
- Ability to communicate well with others, both orally and in writing, using both technical and non-technical language
- Ability to understand and follow oral and/or written policies, procedures, and instructions
- Ability to prepare and present accurate and reliable reports containing findings and recommendations
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks
- Ability to operate a computer appropriate to assigned duties

Work Environment

- General office environment and Work from Home.