

Title/Position: Bookkeeper

Job Type: Full-time

License: Driver's License (Required)

A nationally accredited public adjuster firm, Gavnat and Associates, is actively seeking a strong professional for a bookkeeper position. Gavnat and Associates aids property owners when their residential and/or commercial properties are compromised by hail, wind, water, fire and mold damage.

Job Description

As a bookkeeper you provide support to our managers and employees, assisting in daily office needs and managing our company's general administrative financial activities.

Job Duties

- Manage all financial transactions within the company
- Accounts payable and receivable processing including reviewing and entering all invoices received and processing payments
- Process all bank deposits and ensure that they are timely
- Payroll processing, deductions management and paid time off accrual tracking
- Disbursements to employee's management including calculating amount, entering and tracking disbursements/payouts and employee quota updating
- Proficient in QuickBooks
- Maintaining all information in accounting software and ensuring accuracy of financial records and transactions
- Keep meticulous records with a high degree of accuracy and attention to detail

Qualifications:

- BS Degree in Accounting, Finance or business-related field preferred, will accept a significant amount relevant work experience

Required:

- Prior work experience as a Bookkeeper
- Hands-on experience with accounting software QuickBooks

- Advanced MS Excel skills
- Experience with general ledger functions
- Strong attention to detail and good analytical skills
- Must have a working knowledge of MS Office

Behavioral Qualifications:

- Ability to communicate clearly, both verbally and written.
- Ability to facilitate and maintain office procedures
- Motivated to be proactive in performing job duties both assigned and anticipated.
- Highly organized with a strong desire to achieve accuracy and efficiency.
- Demonstrate and maintain a high level of integrity, business ethics, and sound judgment
- Excellent interpersonal skills,
- Strong ability to multi-task and prioritize duties
- Comfort with a fast-paced environment
- Excellent attention to detail with emphasis placed on quality

Experience:

- 5+ prior year's experience in a fast paced, multi-task driven position
- 2+ prior year's experience in a bookkeeping position
- 2+ prior year's experience in an administrative tasked position

Salary and Benefits:

Gavnat and Associates offers a competitive wage with excellent benefits including:

- Medical Insurance;
- Life Insurance;
- 401(k) Retirement plan with employer matching;
- Flexible Spending Account for both medical and dependent care expenses;
- Accrual of paid time off; and
- Paid holidays.

Salary is negotiable. Gavnat is willing to pay a highly competitive wage to the right candidate. Please email your resume and salary requirements. Serious inquiries only please.