

Job Description Template for a Bookkeeper 2

Nora Management (founded in 1996) is a locally owned business based in Fishers, IN that manages quick service restaurants and retail franchise locations in Indiana with annual sales of \$14MM.

We currently employ over 150 employees combined. We are seeking a part-time Bookkeeper with experience in A/P, general ledger, and financial account reconciliations to work approximately 25 hours per week.

We offer flexible work scheduling once initial training is complete. Accounts payable input and vendor relationship management

- * Assist Controller with monthly journal entries and account reconciliations
- * Prepare weekly and monthly reports as requested by management
- * Update forecasts
- * Perform administrative office tasks as requested

Requirements

- * Ability to work independently
- * Proficient in QuickBooks Pro and/or QuickBooks Online
- * Proficient in Excel * Excellent communication and interpersonal skills
- * Effective organizational skills
- * BS Degree in Accounting, Finance or Business Administration preferred

Job Type: Part-time Pay: \$20.00 - \$22.00 per hour

Benefits:

- * 401(k) matching
- * Flexible schedule Physical Setting:
- * Office Education:
- * Bachelor's (Preferred) Experience:
- * Accounting: 5 years (Preferred) Work Location: One location