

## ***Basnett Plumbing and Heating Incorporated***

### **Job Description**

***Job Title:*** ***Bookkeeper***  
***Pay Status:*** ***Hourly Position***  
***Work Hours:*** ***8:00 am – 5:00 pm***  
***Job Category:*** ***Finance***

### ***Primary Job Function:***

The position provides support to the Finance group by performing manual and system based accounting functions including, but not limited to:

A/P - invoice matching, tracking vendor credit and debit memos, invoice entry, preparation of periodic AP vendor check runs and maintains paid invoice files.

A/R - service invoice preparation, contractor invoice preparation, tracking customer credit and debit memos, preparation of monthly AR reports, apply periodic finance charges as directed, enter customer invoice payments, prepare cash box reconciliation, prepare bank deposits.

Payroll – calculation, entry and general journal entry related to biweekly payroll and tax reporting annually.

Benefit Administration – clerical maintenance of records and update of files as directed.

General Accounting – journal entry, periodic financial statement draft and month end reporting as directed.

Office Support – secondary telephone coverage and customer service calls, clerical projects as needed.

***Reports To:*** Finance Manager

### ***Daily Duties:***

#### Accounts Payable

- Reviews packing slips/PO/receipts for accuracy and completeness.
- Enters invoices for payment.
- Prepares AP Cash requirements report; review report and coordinates check run dates with Finance Officer.
- Prepares AP vendor check runs; mail checks.
- Prepares year- end 1099 reports and forms.
- Supports and endorses company policy, procedures and regulations.

#### Accounts Receivable

- Reviews AR history for preparation of monthly statements.

- Apply finance charges and cut monthly statements as directed; mail.
- Prepare service and contractor invoices daily; mail.
- Receive payments (cash/check) and apply to accounts daily.
- Prepare bank deposits daily.

#### Benefits Administration

- Provides clerical administration for the company benefit programs.

#### Payroll Administration

- Reviews daily timecard entry to ensure accuracy and completion.
- Creates biweekly payroll reports; enters online to ensure timely and accurate payroll to employees. Vendor interface as needed.
- Maintains employee scheduled deductions, contributions, direct deposit, bonus payment, incentive pay schedule, commissions vacation/PTO accruals, pager pay, taxes as required.
- Ensures accurate tax reporting and filing to State and Federal agencies.
- Prepares payroll cash flow report on a biweekly basis for Finance Officer.
- Ensures timely and accurate paycheck distribution on a biweekly basis.
- Prepares/reviews year-end W-2's and tax documentation.

#### General Accounting

- Bank Reconciliation; Operating and Payroll Accounts.
- Journal Entries as required.
- Monthly draft of FS including P&L, Income Stmt, Stmt of Cash Flows.
- Preparation for workpapers; YE financials as directed.

### ***Performance Indicators:*** (Measures of effectiveness in the position)

- Performs the above listed responsibilities accurately, timely and safely.
- Must speak and write well; ability to represent company's position well.
- Demonstrated ability to use all appropriate software in performance of job.
- Creates a strong working relationship with all external vendor bookkeeping departments. (AP)
- Maintains strong relationships with service end customers and contractors, supporting collection activity as directed, and increasing the company's referral network and customer base. (AR)
- Maintains the highest level of honesty and integrity with matters related to employee confidentiality and fiscal detail information is concerned. (PYRL/BENEFITS/BKPG)
- Maintains own skills through development and by attending classes, seminars and other appropriate venues for learning.
- Acts in accordance with company core values, mission and vision.

This job description is intended to describe the general nature and level of the work being performed by employees in this job. It is not intended to be a complete list of all responsibilities, duties and skills required for this job classification.