



MIRACLE FARMS

LANDSCAPE CONTRACTORS

Moultonborough, New Hampshire (888)288-8252



Job Description

Position title: Bookkeeper
Reports to (title): CFO
FLSA Status: Exempt
Date: January 2019

JOB SUMMARY:

The Bookkeeper is responsible processing the payables and invoicing for the various Companies, along with ensuring the financial integrity of QuickBooks. The Bookkeeper will also process the bi-weekly payroll and assure all related Federal and State taxes and required reporting are filed timely. Maintaining the fixed asset listing and proper inventory tracking are additional responsibilities for this position.

ESSENTIAL FUNCTIONS:

- Coordinates the timely processing of expenditures including the payment to the vendor
- Ensures all service billings are processed weekly and manage past due accounts
- Records daily income and deposits
- Balances and reconciles general ledger accounts monthly
- Assists in preparing financial statements
- Manages payroll, payroll withholdings, and ensures timely filing of taxes
- Ensures compliance with and records local, state and federal tax requirements for all Companies
- Reviews annual contracts to ensure all renewals are signed and scheduled
- Maintains Contractor and Sub-Contractor agreements along with the necessary Certificates of Insurance
- Manages the inventory for Miracle Farms Landscaping and Property Management
- Manages the fixed assets of the Companies and records appropriate depreciation
- Maintain QuickBooks, Radiant and other systems as needed
- Other duties as assigned

KNOWLEDGE & SKILLS:

- Proficient in Microsoft Word and Excel
- Proficient with QuickBooks
- Experience with Service Autopilot and Radiant, a plus
- Must have solid written and verbal communication skills
- Able to communicate on the telephone in a professional and courteous manner

TRAITS FOR SUCCESS:

- Maintain flexibility in a fast-paced environment, and continuously evolving to meet changing business needs
- Attention to details
- Quick learner and problem solver
- Create an atmosphere of cooperation and professionalism
- Customer service-oriented team member with excellent communication skills
- Ability to build partnerships and work in a collaborative environment

EDUCATION & EXPERIENCE:

- Minimum of Associates Degree and 4 years experience in a related field (Bachelor's Degree preferred)
- Ability to speak and understand Spanish a plus

EEO Statement:

Miracle Farms provides equal employment opportunities to all employees and applicants without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or marital status. Miracle Farms hires and promotes individuals solely on the basis of their qualifications for the job and in accordance with applicable federal and state laws.

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Travel

Travel is occasionally required in order to assist CEO accordingly with business matters.