

BOOKKEEPER JOB DESCRIPTION & DUTIES

Job Title: Bookkeeper / Executive Secretary

Job Description: The primary function of the Bookkeeper position is to assist the Administrative Directors in accurate record keeping. This includes, but is not limited to:

- Checking in invoices and preparing for payment
- Matching and filing receipts
- Accurately entering payments and expenses
- Calculating employees' tips and recording daily sales

Additionally, the Bookkeeper will perform executive secretarial functions in the office such as:

- Filing
- Answering phones
- Maintaining general office cleanliness and organization
- Assisting the rest of the management team with any miscellaneous tasks

Job Requirements:

- Excellent organization and math skills
- The ability to read, write, and communicate effectively in English
- Knowledge of and proficiency in using Microsoft Office Suite, Windows, and QuickBooks software
- Available to work weekends
- May be required to work irregular hours during periods of heavy workload or to meet deadlines
- Perform other related job duties as assigned
- Accounting experience preferred

Interested and qualified applicants please apply online at www.epiphanyfarms.com/application

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