



JOB DESCRIPTION: Full Charge Bookkeeper
DEPARTMENT: Accounting
REPORTS TO: Department Manager
TYPE: Full Time
DATE UPDATED: October 18, 2017

JOB SUMMARY:

The **Full Charge Bookkeeper** is part of the Accounting Department team and is responsible for a variety of duties at Urner Barry. Duties of the **Full Charge Bookkeeper** position will range from management support activities to the implementation of day-to-day operations. As employee development is essential, responsibilities and job function may expand and evolve proportionate to the employer's needs.

ESSENTIAL FUNCTIONS for the FULL CHARGE BOOKKEEPER (include, but not limited to):

- Accounts receivable, payable
- Invoicing and processing of customer payments
- Inventory management
- Customer database maintenance
- Customer service functions

QUALIFICATIONS for the FULL CHARGE BOOKKEEPER:

- Advanced knowledge of PC Windows environment including Microsoft Excel and Word
- Troubleshooting skills
- The ability to work under pressure
- The ability to multitask
- The ability to complete assignments within a given time-frame

CHARACTER for the FULL CHARGE BOOKKEEPER:

- Smart, flexible, diligent, professional
- Good communicator
- Elevated sense of urgency
- Straightforward, honest, team player

COMPENSATION:

- Hourly
- Health, Optical, Dental, Orthodontic Insurance, 401k, Profit Sharing

SUBMIT RESUME TO: Human Resource Manager
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