

## **Bookkeeper/Office Manager**

Our company is currently seeking a Bookkeeper/Office Manager with 2-3 years of experience to join our team! Sport Scope is a small company with fast growth over the past 5 years. We specialize in camera systems and analysis software for collegiate, high school & youth sports.

### **Responsibilities:**

#### ***Accounts Payable***

- Receipt of goods in PO module
- Receipt of invoice in PO module
- Cash planning, scheduling and making all payments, & reconcile bank statements
- Arranging for wire transfers on foreign purchase orders
- Entering credit card transactions and balancing statements
- Employee payroll

#### ***Accounts Receivable***

- Receiving and posting payments
- Making bank deposits
- Collection calls
- Posting all transactions & balancing statements

#### ***Purchasing/Supply Chain***

- Order components and enter purchase orders, reconcile to parts on hand
- Receiving – post purchase order receipts, credit card charges & invoices
- Contact suppliers and schedule deliveries

#### ***HR Duties***

- Ensure all new hire paperwork is complete
- Set up new employees
- Verify employee eligibility in federal e-verify system
- Report new hires to DSHS

#### ***Other Duties***

- Transmits year end information to CPA for corporate income taxes
- Maintain office supplies
- Arrange office events

### **Qualifications:**

- Quickbooks Enterprise experience
- Ability to make manual journal entries into Quickbooks

- Ability to prioritize and multitask
- Strong organizational skills
- Deadline and detail-oriented
- Willing to take on multiple rolls