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"THE HIGHEST IN QUALITY"

BOOKKEEPER

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Operates computers programmed with accounting software to record, store and analyze information
- Checks figures, postings and documents for correct entry, mathematical accuracy and proper codes
- Classifies records and summarizes numerical and financial data to compile and keep financial records, using journals and ledgers or computers
- Debits, credits and totals accounts in computer spreadsheets and databases, using specialized accounting software
- Receives, records and banks cash, checks and vouchers
- Complies with federal, state and company policies, procedures and regulations
- Compiles statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses.
- Codes documents according to company procedures
- Reconciles or notes and reports discrepancies found in records

Required Education and Experience

- 2-3 years of bookkeeping experience or college-level coursework in Bookkeeping or Accounting
- Must have used QuickBooks Desktop or Online in a professional role within the last year
- Knowledge of Microsoft Excel
- Ability to learn new software and apps quickly
- Able to track complex transactions from beginning to end
- Strong logic and attention to detail
- Financial Management
- Ethical Conduct
- Thoroughness
- Performance Management

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stool as necessary.

Position Type and Expected Hours of Work

This is a part-time position. Typical days and work hours are Monday through Friday, 9:00 a.m. to 5 p.m. between January 1st to April 15th and Monday through Thursday, 9:00 am to 7:00 pm from April 16th to December 31st. Flexibility in hours is allowed, but the employee must be available during the “core” work hours and must work a minimum of 20 hours per week.