

Assistant Bookkeeper

Pavement Specialties of Idaho, Inc is looking to hire an Assistant Bookkeeper to assist our team with its office duties. We are an organization striving to assemble and develop key employees that make a positive impact on the outcome of our team. It is our goal to establish an organization that builds team comradery and provides quality service and products to our customers.

Assistant Bookkeeper Job Responsibilities:

- Record day to day financial transactions into accounting software.
- Assist in processing accounts receivable and accounts payable daily.
- Make sure credit card and house accounts paperwork are submitted by staff in accordance with written procedures and receipts are reconciled monthly to statements.
- Ensure integrity of enterprise system by producing project work orders, assigning to proper managers for production and imputing project completion.
- Reconcile sales taxes, payroll taxes, 401k, and bank accounts at the end of each month.
- Process weekly payroll using accounting software.
- Process accounts payables check runs weekly.
- Maintain general office files, including job files, vendor files and other files related to the company's operations.
- Maintain complete filing system to support safety compliance including assigning & filing weekly safety toolbox documentation, pre-hire education and other required safety documentation.
- Administrative management of hiring paperwork and insurance benefits for all employees.
- Collect, sort, prepare and scan documents and maintain files for official corporate documentations.
- Attend and participate in staff meetings as required.
- Perform general office duties, responsibilities, and special projects as assigned.
- Cover incoming calls and other communications.
- Assist in maintaining inventory of office supplies.

Work hours are 8:00am to 5:00pm Monday thru Friday. Benefits include paid vacation, matching 401k, health, vision, and dental insurance. The salary range for this position is dependent upon education and/or experience. The starting wage for this position is \$19.00 - \$21.00 per hour.

Assistant Bookkeeper Qualifications / Skills:

- High school diploma or GED equivalent with a minimum of three years' experience in recording accounts payables & receivables.
- Five years of demonstrable PC and data entry experience, including advanced knowledge of the Microsoft Office suite.
- Two years of experience as an administrative position in the private sector.
- Understand ledgers and has effective data entry and accounting skills.

- Has excellent time management skills, with the ability to prioritize tasks and exercise independent judgment, wisdom, and common sense.
- Attention to detail & thoroughness.
- Comfortable in handling confidential information.
- Brings dependability and professionalism.
- Advanced knowledge in Excel and Microsoft Office suite.
- Proficient with operating telephone systems.
- Familiar with office management procedures and basic accounting principles.

If you see yourself as someone that would like to be a part of our team and want to assist in providing a quality service to our community, upload your resume or email it to career@psiboise.com. We are a drug free workplace. Pre-employment drug testing is mandatory. We greatly appreciate your interest in our organization and look forward to speaking with you soon!

Sincerely,

Pavement Specialties of Idaho, Inc