



**VETERAN STAFFING
NETWORK**

Bookkeeper – Herndon, VA

Seeking US Military Veteran, National Guardsman, Reservist, and/or Military Spouse for a **Bookkeeper** position that creates financial transactions within the sub-ledger (AP/AR) of the accounting database and the general ledger. Successful candidates have experience in a large enterprise resource planning (ERP) system (Epicor *preferably*) and in a manufacturing or product sale environment.

Responsibilities: Veteran Military

ACCOUNTS PAYABLE:

- Pay supplier invoices and take all reasonable discounts. Resolve any old AP old balance issues.
- Track & chase deferred AP invoices & book appropriately.
- Process lease/loans payments & update ACH Payments & excel spreadsheets.
- Monitor daily wire/ACH transactions from the bank & record payments in accounting database.
- Process payroll journal entry. Prepare health insurance journal entry each month.
- Enter, pay & gather receipts for all company credit card purchases

LEASE ACCOUNTING:

- Verify monthly loan or lease interest is accurate & the accounting database reflects appropriately.
- Notify manager timely when leases are reaching end of term & assure proper close out.

ACCOUNTS RECEIVABLE AND INVOICING:

- Enter credit card payments from customers' daily, working closely with Customer Service.
- Issue invoices + monthly statements to customers.
- Ensure that receivables are collected promptly and track AR Aging.
- Record cash receipts & input bank deposits.
- Offset all credits in AR against outstanding invoices. Accurately enter each credit.

MONTHLY CLOSE:

- Monitor weekly cash flow file as a monthly pre-reconciliation for the main bank account.
- Conduct periodic reconciliations of all accounts to ensure their accuracy.
- Process monthly journal entries for inventory & re-class of quarterly short & long-term debt

GENERAL:

- Assist with annual audit. Maintain an orderly accounting filing system.
- Help to implement a new database & learn how to perform all current duties.

Requirements: Veteran Military

- US Veteran, National Guardsman, Reservist, or Military Spouse
- Bachelors in Accounting or Business Administration, or equivalent business experience
- Experience in a large enterprise resource planning (ERP) system (SAP, MS Dynamics, etc.): Epicor a *huge plus*
- Experience in a manufacturing or product sale environment
- General bookkeeping to include AP/AR. Willing to do repetitive processing tasks.
- Able to keep their own schedule of required tasks without significant oversight.
- Good phone presence and interpersonal skills with good written and verbal English.
- Understand excel pivot tables, lookup functions and other advanced calculation features of excel.

TO APPLY: Email your resume to VetJobs@eseal.org

Visit our Job Board at VSNusa.org

September 2017