

Job Description: Bookkeeper	
Reports to: Finance Manager	FLSA: Non-Exempt
Date reviewed: September 2025	

SUMMARY

This position performs bookkeeping and clerical tasks related to maintaining and processing accounts payable transactions according to applicable federal, state, and internal regulations and policies, purchase orders, sub-ledgers and balance sheet. Works under the supervision of the Finance Manager.

ESSENTIAL FUNCTIONS

- Gathers and reviews invoices and check requests for appropriate documentation and approval before processing; seeks resolution to incorrect or missing information as appropriate.
- Enters data in all sub-ledgers associated with contracts, PO's and invoices
- Uploads and enters data into the accounting software system to prepare for payment.
- Completes check runs and prepares documents for signature and distribution, traveling as needed and uploads payment file after approved to bank.
- Reconciles accounts payable transactions.
- Reconciles balance sheet monthly
- Fields inquiries from vendors and staff, responding or redirecting as appropriate.
- Maintains accounts payable reports, subledgers/spreadsheets, and related records/files.
- Assists in monthly closings.
- Assists with the analysis of accounts.
- Performs scanning, filing, copying, and other related clerical tasks.
- Orders office supplies for internal staff/departments or locations following policies and procedures.
- Assists in audit requests.

JOB STANDARDS:

Education and Experience: Any combination equivalent to the education and experience likely to provide knowledge and abilities would be qualifying.

Education: High school graduate or equivalent; Associates Degree preferred

Experience: Five (5) years or more bookkeeping or general accounting experience to perform the described job functions and meet the position's critical skills, abilities, and expertise. Proficiency in using a 10-key pad. Expertise in using spreadsheets and

accounting database software, with proficiency in Adobe Acrobat Pro, Word processing, email/Outlook, PowerPoint, and other Window based applications/software.

Licenses, Certification, or Registrations: Employee must successfully complete the Florida Certified Workforce Professional (Tier-1) exam within sixty (60) days from the date of hire.

Must have and maintain a valid Florida driver's license and reliable, safe vehicle for travel requirements. The employee must carry adequate insurance coverage on their personal vehicle, as determined by the company.

CRITICAL SKILLS, ABILITIES & EXPERTISE:

Physical Requirements: Sitting, standing, use of fingers, arms, hands, and legs, and voice/talking are constant. Good eyesight (correctable) and hearing (correctable) are essential. Squatting, walking, handling, grasping, stretching/reaching, bending at the waist, driving, and light lifting and/or carrying (up to 25 lbs.) are frequent. Pushing, pulling, kneeling, balancing, turning, feeling, medium lifting, and/or carrying (up to 30 lbs.) are occasional.

Equipment: Computer, facsimile, copy machine, calculator, office phone, cell phone, other small office equipment, and vehicle.

Skills & Expertise: Ability to take direction. Ability to prioritize and organize work. Ability to effectively manage schedules, deadlines, and work time. Knowledge of general accounting principles, procedures, and practices. Knowledge of reporting and recording financial data and its applications. Knowledge of organizational methods. High degree of accuracy and attention to detail. Abilities to merge multiple documents into one document without printing. Ability to accurately document and organize vendor information, data, and files. Skill to communicate clearly. Ability to communicate effectively orally and in writing. Ability to use positive language. Skill and ability to listen effectively. Ability to establish effective working relationships with people, including customers, vendors, supervisors, co-workers, and the public. Skills in 10-key and data entry. Ability to work in a simultaneous multi-task environment. Ability to complete complex math functions, including percentages, division, multiplication, and statistical analysis. Ability to analyze data and solve accounting-related problems. Skill to exercise and show a willingness to improve self. Ability to compile data from various sources, departments, etc. Ability to type 40 words per minute. Proficiency in using a 10-key pad. Expertise in using spreadsheets and payroll/accounting database software, with proficiency in Word processing, email/Outlook, PowerPoint, and other Window based applications/software. Ability to compose correspondence such as memoranda, emails, letters, reports, both routine and complex. Ability to use and operate a personal computer and general office equipment. Skills in timely completion of work with a high degree of accuracy. Ability to maintain confidentiality.

ENVIRONMENTAL FACTORS:

Job Location: Primary location is the company's various facilities located in Hernando and Pasco counties, with occasional duties outside those facilities. This position may

CareerSource Pasco/Hernando

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be required to telecommute. Constantly indoors and occasionally inside a vehicle and occasionally outdoors.

Work Environment: Working inside an office environment primarily. Working continuously with others is constant. Working with office equipment is frequent.

NON-ESSENTIAL/SECONDARY FUNCTIONS:

- Performs any additional duties as directed or assigned by immediate supervisor or management staff.

Reasonable accommodation will be made for otherwise qualified individuals with a disability.

Disclosure

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to themselves or others' health or safety. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

Disclaimer

This document does not create an employment contract, implied or otherwise, nor does it constitute any modification of the at-will employment relationship between employee and employer.

Due to this organization's nature, this position's terms are subject to change without notice, based on but not limited to customer demand and funding.

Print Employee Name

Date

Employee Signature

Supervisor Signature