

# Job Description



OVERVIEW	
<b>Job Title</b>	<b>Bookkeeper</b>
<b>Department</b>	ADAMS Finance/Accounting Department
<b>Reporting Relationships</b>	Reports to: Department Manager
<b>Role Purpose</b>	Support the Finance/Accounting Department by handling daily accounting tasks, processing payroll, and ensuring accurate financial records.

KEY ACCOUNTABILITIES & ACTIVITIES	
<b>Key Accountabilities</b>	<b>Key Activities</b>
Accounts Payable (30%)	<ul style="list-style-type: none"> <li>• Receive, scan, review, and process vendor invoices via Bill Manager.</li> <li>• Review all supporting documents for completeness.</li> <li>• Track and manage accounts receivable, including invoicing customers and following up on overdue payments.</li> <li>• Handle accounts payable, ensuring bills are paid on time and recorded accurately.</li> </ul>
Routine Accounting (30%)	<ul style="list-style-type: none"> <li>• Responsible for day-to-day accounting and data entry in QuickBooks.</li> <li>• Maintain organized filing systems and manage documentation efficiently.</li> <li>• Gather and organize financial data for tax filings.</li> <li>• Work with accountants to ensure accurate tax reporting.</li> </ul>
Payroll Processing (30%)	<ul style="list-style-type: none"> <li>• Process payroll, including collection, review, and verification of time sheets for final processing of payroll.</li> <li>• Input and process timesheets into a web-based payroll application (Paychex).</li> <li>• Update employee payroll records in Paychex.</li> <li>• Handle checks for distribution.</li> <li>• Prepare and post payroll journal entries in QuickBooks.</li> </ul>
Month End Closing (5%)	<ul style="list-style-type: none"> <li>• Assist with month-end closing processes, ensuring that all transactions are properly recorded.</li> <li>• Reconcile bank statements with financial records to ensure accuracy.</li> <li>• Identify and resolve discrepancies in account balances before month end</li> </ul>
General Accounting Tasks (5%)	<ul style="list-style-type: none"> <li>• Maintain accurate and up-to-date financial records.</li> <li>• Organize and store financial documents and records.</li> <li>• Prepare financial reports such as balance sheets, income statements, and cash flow statements.</li> <li>• Perform administrative duties such as filing, answering phone calls, and managing correspondence related to financial matters.</li> </ul>

QUALIFICATIONS/REQUIREMENTS	
<b>Necessary Knowledge, Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Proficiency in QuickBooks and Paychex.</li> <li>• Attention to detail and high level of accuracy.</li> <li>• Strong organizational and documentation skills.</li> <li>• Ability to manage multiple tasks and meet deadlines.</li> </ul>

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<b>Education and Certification Requirements</b>	<ul style="list-style-type: none"><li>• Associate's degree in Accounting or related field preferred.</li><li>• 1-2 years of experience in accounting or bookkeeping.</li></ul>
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<b>WORKING CONDITIONS</b>	
<b>Working Environment</b>	The Bookkeeper will work primarily within the ADAMS office located in Sterling VA.
<b>Work Timings</b>	Full time exempt role with core hours.