



Office Manager/Bookkeeper, Lyme Green Heat

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Lyme Green Heat, Inc., a locally owned, dynamic, renewable energy company located in Lyme, NH is looking for an experienced Bookkeeper to assist in managing our day-to-day accounting and finance requirements.

Key Responsibilities:

- Manage Accounts Payable and Receivable
- prepare checks, ACH debits/payments and bank deposits
- Maintain complete filing system to support financial records
- Allocate and post financial transaction details to subsidiary books
- Reconcile and balance all accounts
- Monthly, Quarterly and Yearly audits and reporting
- Human Resource Compliance and Office Operations

Qualifications:

- QuickBooks Online Proficiency.
- Adept at learning learn new software and working knowledge of office IT systems
- Excellent organizational skills and ability to perform tasks with a high degree of accuracy and confidentiality.
- Organized with the ability to prioritize tasks and work independently
- Bachelor's Degree in relevant field or equivalent combination of education and experience
- Excellent customer relations and communication.

If the idea of working for a small, local, growing, renewable energy company excites you, we want to talk to you.