SINCE 1878
DUNN
UTILITY PRODUCTS

POSITION DESCRIPTION

Position Title: ***BOOKKEEPER***

*Each position's major objective is to perform responsibilities in accordance with the Company's Corporate Values & Mission Statement: "**SERVICE** to our customers, employees, communities, and shareholders is the reason our businesses exist. In this service, we deeply value **HONESTY, EXCELLENCE & CONTINUOUS IMPROVEMENT**. We commit to work together fairly and safely, holding these values for the common good."*

Major Responsibilities

- Ensures that all required bookkeeping functions of the office are completed in an accurate, timely, and neat, orderly manner.
- Perform accounting functions including billing, cash receipts, payables processing, and maintaining the banking function.
- Understands and complies with Company policies and procedures and all government regulations pertaining to the position.

Specific Duties

- Receive cash and checks and prepare daily bank deposits for payments received and deposits into a local financial institution.
- Complete customer and vendor add forms and send to the Main Office as needed.
- Maintain the petty cash account, including making payments, retaining receipts, and requesting reimbursement in a timely manner.
- Retain important financial documents for the Company. These include tax, vehicle, equipment, etc.
- Oversee the preparation of payroll time records for the weekly payroll run. This includes verifying data entered is correct and reviewing the payroll records prior to the distribution of payroll checks.
- Distribute mailouts to employees.
- Review or assist in reviewing the New Hire Packet with newly hired employees by ensuring all pertinent forms have been properly completed.
- Conduct or assist in conducting the New Employee Orientation Program for all newly hired employees.
- Other duties or special projects as assigned by management.

Job Requirements

- Proficient in using accounting software (e.g., Sage) and MS Office Suite (Word, Excel, PowerPoint)
- Familiarity with Generally Accepted Accounting Principles (GAAP)
- Strong attention to detail and accuracy in data entry and record keeping
- Excellent organizational and time management skills
- Ability to prioritize tasks and meet deadlines
- Strong written and verbal communication skills
- Familiarity with journal entries, financial report writing, and account reconciliation
- Experience with payroll processing is a plus
- Ability to maintain confidentiality of sensitive information

Job Type: Full-Time, In-Office/In-Person, Monday-Friday • $18-$21 Per Hour, 40 Hours Per Week
Benefits: 401(k), 401(k) Matching, Health Insurance, Disability Insurance, Dental & Vision Insurance, PTO, Retirement Plan

Note: This job description is not intended to be all-inclusive. The employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

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