



# JOB DESCRIPTION

Title: **OFFICE ASSISTANT/ BOOKKEEPER**

## **Accounts Payable**

- Enter and pay bills weekly
- Ledger wire transfers and voucher once merchandise and invoice is received
- Enter, voucher, and pay inventory invoices including all RTVs, purchase adjustments, and vendor credits
- Prep bank statements; reconcile credit cards, cash deposits, and outgoing checks
- Prep monthly sales tax
- Ledger monthly credit card account, reimburse owners, and voucher inventory invoices
- Research statements and past-due/problem invoices in a timely manner
- Ledger payroll reports into Quickbooks
- Track pre-paid invoices

## **Accounts Receivable**

- Prepare daily deposits and sales summary in a timely and orderly manner, confirm that the point of sale totals match credit card processing totals
- Investigate issues of daily shortages and overages, communicate to managers
- Distribute daily store sales from the point of sale system to Quickbooks on a weekly basis
- Ledger online gift card sales

## **Store Support**

- Order supplies
- Fully redeem gift cards as needed
- Prepare monthly store markdown spreadsheets, store goals, and monthly sales reports; enter actual sales into goals calendar
- Prepare weekly petty requests and divide petty for all stores; include rent checks
- Stay updated on all policy and procedure changes

## **Office Duties**

- Maintain invoices and accounts receivable filing and archiving
- Track and order office supplies
- Assist in developing and maintaining office procedure manual
- Maintain magazine advertising folders and track credits

## **Misc.**

- Demonstrates leadership by advocating for areas of responsibilities, clearly communicating needs/goals, applying knowledge to positive problem solving
- Follow all company policies and safety/COVID prevention protocols
- Other duties such as special projects and maintenance, as assigned
- Respond to fast-paced, ever-changing retail environment

**Requirements:** Ability to sit for an extended period of time, perform light lifting, and do various repetitive tasks such as filing and typing. Must be able to read on a computer screen for a large part of each shift.