

## Bookkeeper

### Company Description

Multi-faceted, Black-owned and woman-owned fast-growing small business enterprise, consisting of several subsidiaries that operate from its Oakland City/Atlanta headquarters. The company is involved in (but is not limited to) acquiring, renovating, and managing various types of real estate properties; renting both indoor and outdoor residential and event spaces; the operation of an on-site retail space; running a Bed and Breakfast; and showcasing various community and social events, including those designed for charitable donation and the distribution of goods and services to the needy.

### Job Overview

The Bookkeeper will be responsible for accurately recording the day-to-day financial transactions and managing the financial records of the various entities that comprise Ingram Collective's operations. The Bookkeeper will manage tax and other corporate compliance payments; maintain records of purchases, sales, and accounts receivables and payables. Duties will include working closely with the Operations Manager and CEO to create, monitor, analyze, and maintain financial reports, and to ensure all financial legal obligations are met on a timely basis.

### Responsibilities

- Process invoice payments, income and receipts and enter data into accounting software or databases, filing
- Prepare and maintain internal financial statements, process inter-company transactions
- Pay vendor invoices and track bank account balances
- Verify the accuracy of business accounts and alerting the Accountant of errors
- Recording any inconsistencies to help the Accountants reconcile inaccuracies
- Develop monthly financial statements including cash flow, profit and loss, and balance sheets
- Preparing employee wages; manage employee expense claims
- Assist with administrative duties and preparing yearly accounts
- Produce required periodic sales and other reports
- Direct work processes and the staff's daily administrative responsibilities
- Manage and maintain point of sale and credit card handling systems, cash sales, bank deposits
- Comply with all legal requirements and immediately report any related issues to the CEO
- Work/coordinate with outside business partners and vendors
- Familiar with accounting software packages, including QuickBooks, FreshBooks, Kashoo, KashFlow, Zoho Books, and/or NetSuite; Word and Excel

### Qualifications:

- BA degree in business related field, or high school diploma with extensive retail work history
- 3+ years retail management experience at a small-medium sized furniture/home goods store
- Customer service oriented with in-depth knowledge of sales and business management processes and procedures
- Outgoing, professional, articulate, adaptable, people-friendly
- Strong motivational, organizational, leadership, and financial skills
- Excellent interpersonal and communication skills
- Enjoys working with teams, customers, and management
- Adept at professionally managing/disciplining team members, using HR accepted protocols

**Compensation and Benefits**

- Salary range: \$20.00 per hour
- Start date: Fall/Winter, 2024
- Some weekend, night hours required
- In-store work schedule