

Bookkeeper

As a **Bookkeeper** you will work independently to assure the financial department is running smoothly and that our financial records are up to date and accurate, including purchases, sales, receipts and payments. You will monitor and control the cash flow both in and out; an integral role in the operational effectiveness of the company.

Your duties are outlined below:

Functionally skilled in:

- Quickbooks accounting software
- Familiar with GAAP
- Intermediate to advanced mathematics skills
- Spreadsheets, reading and creating
- Report creation

Responsibilities

- Invoice clients based on their individual billing cycles
- Understand the nuances and individual needs across all clients
- Pay all incoming invoices on time, capitalizing on any net terms
- Maintain accuracy in invoicing, reporting, and record keeping
- Manage company expenses
- Confer and collaborate with Operations, Project Manager, Creative Director and other necessary team members to assure consistency, accuracy, and proper change management
- Manage and maintain financial record keeping, assuring that all records are up date at all times
- Analyse data and translate it into actionable steps for the Operations team to perform if necessary to ensure efficient and effective processes
- Assure that A/R and A/P payments are up to date at all times
- Other financial duties as needed
- Comply with all GAAP, industry, and Epic best practices and protocols

Expectations:

- Grow your technical skills by attending seminars, workshops, classes and other relevant events
- Have the ability to give and receive constructive feedback and embrace change
- Show mastery of time-management skills by effectively multitasking
- Be technologically savvy and have the ability to learn/utilize Google Suite
- Grow both professionally and personally and take a vested interest in the mapping of your career growth within Epic