



Job Description

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| Title: Controller / Bookkeeper / Office Administrator | ID: |
| Department: Accounting - Heather@SignworksThinks.com Rob@SignworksThinks.com | Location: Signworks, Inc. 5349 West 86 th Street Indianapolis, IN 46268 (317)872-8722 |
| Division: Signworks (Indianapolis) | Reporting to: General Manager |
| FLSA Classification: Exempt | Employment Type: Full Time |
| Created Date: 08/25/19 | Version: 1.0 |

Position Summary

Our company is looking for an experienced Controller / Bookkeeper / Office Administrator to assist in managing our day-to-day accounting and finance requirements. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position, as well as interpersonal skills and the ability to communicate clearly. Mastery of QuickBooks and strong understanding of general tax preparation required. Must be able to learn and become proficient with additional internal program (ShopVox) – Signworks to provide training and support. Must be willing to assume daily office administration with capacity to understand day-to-day office operations.

Essential Duties and Responsibilities

- Balance and maintain accurate ledgers
- Create customer invoices from sales orders
- Coordinate and record bank deposits
- Report financial results on a regular basis to management
- Monitor office expenses and reconcile credit card statements
- Pay vendor invoices and track bank account balances
- Develop monthly financial statements, profit and loss statements and balance sheets
- File monthly sales tax reports
- Enter payroll hours and act as liaison to outsourced Human Resources company

Skills and Abilities

- Five years' experience working in accounts payable and receivable, general ledger, payroll and payroll reports
- Strong knowledge of generally accepted accounting principles
- Extensive experience with data entry, record keeping and computer operation
- Proficiency in Microsoft Office, Excel and QuickBooks
- Experience in services related to payroll such as writing checks and filing sales tax reports
- Strong understanding of business and income tax worksheets and computations