



Full-Charge Bookkeeper

We are a family-owned manufacturing company, growing our business for over 45 years. We are looking for a team player to join our family.

The **Bookkeeper** will handle all the accounting functions of the organization including preparation of financial statements and quarterly and annual statements/reports utilizing accounting software (ERP) to stay organized (SAGE). This position reports directly to the owner of the organization and will prepare all documents for the outside CPA firm in preparation of annual tax returns. **Confidentiality of all company and personnel information are required.**

The ideal candidate will have an **Associate degree in accounting or related field** with at least five (5) consecutive years of proven experience in a bookkeeping role and proficient in accounting software. Candidate will have an aptitude for business, be detail oriented, and have experience with and an understanding of financial statements and tax returns.

Responsibilities/Essential Functions of the Job (including, but not limited to):

- Responsible for full cycle accounting duties (A/P, A/R, General Ledger, Payroll, Sales, Inventory Management, Bank Reconciliation, ACH, Electronic Deposits, and other)
- Update & maintain the general ledger (ensure accuracy)
- Process employee time sheets and payroll
- Prepare monthly and quarterly tax statements, reports, and returns
- Understand and monitor the Inventory, Purchasing, and Sales Departments
- Proficient in Excel
- Other Duties as Assigned

Relevant Skills (including, but not limited to):

- Understanding accounting best practices
- Excellent Math Skills
- Knowledge of accounting software (ex: SAGE)
- Data entry skills
- High attention to detail with excellent organization skills
- Proficiency in Microsoft Office (Microsoft Excel, Word, Outlook) and other software
- Produce work with a high level of accuracy

Characteristics (including, but not limited to):

- Integrity (Honest and Reliable), Professional, and Ability to Keep Information Confidential
- Willingness and Ability to take on challenges with a Positive Attitude
- Ability to work together on a team (the Company in its entirety- production, office personnel, salespersons, management, etc...)
- Ability to recognize & question "red" flags
- Detail Oriented, Organized, and Focused
- Ability to diffuse a situation in a professional manner
- Ability to problem solve, work under pressure, and meet deadlines
- Ability to effectively communicate verbally, written and/or by other means

Sollami Company reserves the right to make changes in the future to fit the needs of the company.

NO PHONE CALLS PLEASE!

Revised: May 20, 2022



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- Ability to document, record, track and analyze information
- Tolerate the heat/cold (walking between buildings or taking annual inventory)

Requirements (including, but not limited to):

- **Confidentiality of all company and personnel information**
- Associates degree in Accounting or related field (Bachelor's degree **preferred**)
- Five (5) years of proven work experience as Bookkeeper
- 40 hour work week (Monday-Friday; 7:30a – 4:00p), occasional OT
- Computer Experience- (ex: Proficient in Microsoft Office, Accounting Software & other)
- Pre-employment Drug Test, Background & Credit Checks, and Post Offer Physical
- Ability to follow, understand, and maintain compliance with our company's employee handbook, in addition to other various policies and procedures that may apply to our company.

Wages & Benefits (Permanent Employee Status) (including, but not limited to):

- Hourly wages (commensurate with qualifications and proven work experience)
- Bonuses
- Medical insurance (BCBS 100%)
- Paid Time Off (PTO)
- 8 paid holidays (including Birthday Holiday)
- Other

We offer a benefits package to permanent employees that includes: 100% medical (to employee), paid time off (PTO), 8 annual paid holidays, tuition reimbursement, bonuses, employee reward programs, a great working environment and much more!

TO APPLY: Email or Mail **resume** with **cover letter**, **wage requirements** and **any significant credentials**, including **copy of college transcripts** to **PO Box 490, Herrin, IL 62948, ATTN: Bookkeeper/Accountant.**

If you would like further information regarding this position or if you are applying via emailing, you may email to lsuits@sollamico.com (please type 'Bookkeeper Position' in the subject line).

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