



## Full-Charge Bookkeeper

**We are a family-owned manufacturing company, growing our business for over 46 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: SAGE) to stay organized. 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: August 31, 2023



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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) consecutive years of proven work experience as Bookkeeper
- 40 hour work week (Monday-Friday; 7:30a – 4:00p), occasional OT, but rare
- 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% BCBS medical insurance (to employee), paid time off (PTO), 8 annual paid holidays (including birthday holiday), 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](mailto:lsuits@sollamico.com) (please type 'Bookkeeper Position' in the subject line).

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