

Application for Employment

Ramsey Companies, Inc. Bookkeeper

Ramsey Companies, Inc. operates multiple businesses on the Yakama Indian Reservation located in both White Swan and Wapato. We work hard to bring quality and exceptional service in all that we do by holding true to honesty, integrity and our commitment to our community. We train and hire people who love to apply themselves in a diligent manner, who strive to be team players, and who are willing to accept responsibility when wrong. We offer a challenging and rewarding work environment completed with a generous benefits package.

We are seeking a talented individual to join our team in the bookkeeper position at our White Swan Office.

Interested applicants should meet the below qualifications and email the following to kyle@ramseycompanies.com with “Ramsey Companies – Bookkeeper” as the Subject Line. For more information please call our office at 509-874-2181.

The following must be completed:

- Completed Application
- Resume
- Cover Letter

Position Summary / Purpose

The bookkeeper position is responsible for maintaining the financial records by accurately recording the day-to-day financial transactions of the company.

Primary Responsibilities and Functions

1. Reconcile and balance all assigned company accounts.
2. Allocate and post financial transaction details to subsidiary books.
3. Manage accounts payable and accounts receivable.
4. Process EFTs.
5. Check and verify source documents such as invoices, receipts, computer printouts.
6. Transfer data to general ledger.
7. Track and maintain inventory records.
8. Prepare checks, payments and bank deposits.
9. Prepare and process payroll.
10. Calculate and prepare tax payments.
11. Maintain complete filing system to support financial records.
12. Answer incoming calls to office and triage accordingly.
13. Process employee paperwork as needed.
14. Serve as point person for any employee benefit questions.

Qualifications - Knowledge, Skills and Abilities

• Education and Experience

Associates (2-year) degree in Accounting or business-related field or high school (or GED) diploma plus three (3) to five (5) years of office or bookkeeping experience.

• Bookkeeping and Accounting

Strong bookkeeping skills and an understanding of cash flow and company financial reports.

• Mathematical skills

Strong math skills. Ability to compute rate, ratio and percentages and to interpret financial reports.

• Computer skills

Demonstrates intermediate to advanced proficiency in the use of computers and computer software, especially MS Office, Word and Excel.

Application for Employment

Please fill out form completely for employment consideration.

Ramsey Companies, Inc.

P.O. Box 669

White Swan, WA 98952

Phone: 509 874 2181

Prospective employees will receive consideration without discrimination because of race, creed, color, sex, sexual orientation, age, national origin or handicap. We are an equal opportunity employer.

Personal Information

Last Name(please print)	First	Middle	Date
Street Address			Phone () -
City	State	ZIP	Position Applying For?
Mailing Address (If Different)	City	State	ZIP
If less than one year, what was your previous address?			How long at present address? _____ Years _____ Months
Are you over 18 years of age? Yes No If not, do you have verification of age? Yes No			Social Security No. - -
Are you legally eligible for employment in the United States?			Date you can start?
Are You employed Now? If so, may we contact your present employer?			
How did you learn of our organization?			
Have you ever applied for employment with us? If so, what date? What Location?			

Have you been convicted of a crime in the past ten years, excluding misdemeanors summary offenses, which has not been annulled, expunged or sealed by a court? Yes No	
If Yes, please describe in detail.	
Are there any reasons for which you might not be able to perform the job duties (with a reasonable accommodation)? Yes No	
If yes, please explain:	

Education

School	Name and location of School	Course of Study	No. of Years completed	Did you graduate?	Degree or diploma
High School					
College					
Trade School					
Other					

Military

Have you serviced in the U.S. Armed Forces		Yes	No
If Yes,	Branch of Service:	Period of active Duty	
Describe your duties and any special Training.		From: To:	
		Rank at Discharge:	
		Date of Final Discharge:	

Employment History

Please give accurate, complete full-time and part-time employment record. Be sure to start with present or most recent employer.

Company Name	Telephone () -
Address	Employed From To
Name of Supervisor	Hourly Rate Start Ending
Reason for Leaving	Job Title
May we contact this employer Yes No	
Describe your Duties	

Company Name	Telephone () -
Address	Employed From To
Name of Supervisor	Hourly Rate Start Ending
Reason for Leaving	Job Title
May we contact this employer Yes No	
Describe your Duties	

Company Name	Telephone () -
Address	Employed From To
Name of Supervisor	Hourly Rate Start Ending
Reason for Leaving	Job Title
May we contact this employer Yes No	
Describe your Duties	

Company Name	Telephone () -
Address	Employed From To
Name of Supervisor	Hourly Rate Start Ending
Reason for Leaving	Job Title
May we contact this employer Yes No	
Describe your Duties	

References: Give below the names of three persons not related to you, whom you have known at least one year.

Name	Address	Business	Years Acquainted
1.			
2.			
3.			

<p>The information provided in this Application for Employment is true, correct and complete. If employed, any misstatements or omissions of fact on this application may result in my dismissal. I understand that acceptance of an offer of employment does not create a contractual obligation upon the employer to continue to employ me in the future.</p> <p>If you decide to engage an investigative consumer reporting agency to report on my credit and personal history, I authorize you to do so.</p> <p>If a report is obtained you must provide, at my request, the name and address of the agency so I may obtain from them the nature and substance of the information contained in the report.</p>	
Date	Signature