

Application for Employment

Bookkeeper – Account Specialist

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 office located at 2910 Wesley Road White Swan, WA 98952.

(Depending on distance traveled gas reimbursement is available.)

Interested applicants should meet the below qualifications and email their resume to **Chantelle.perez@ramseycompanies.com** with “Ramsey Companies – Bookkeeper” as the Subject Line.

The following must be completed:

- Resume
- Cover Letter (optional)

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

Job Type: Full Time

Salary: \$17.00 to \$23.50 /hour Depending on education and experience.

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.
15. Process enrollment and or termination of employee benefits.
16. Handling new hire applications, ensuring employee files are up to date.

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) years of office or bookkeeping experience.

- Strong bookkeeping skills and an understanding of cash flow and company financial reports.
- Strong math skills. Ability to compute rate, ratio and percentages.
- Demonstrates intermediate to advanced proficiency in the use of computers and computer software, especially MS Office, Word and Excel.