

RAMSEY COMPANIES



-OPEN POSITION-

Bookkeeper

Ramsey Companies, Inc. - Wapato, WA 98951

Contact: Kyle Curtis, 509-907-0023, kyle@ramseycompanies.com

We are seeking a talented individual to join our team in the Bookkeeper position at our office located at 61 W Wapato Rd, Wapato , WA 98951.

Position Summary: The Payroll Bookkeeper position oversees the company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Job Type: Full Time

Pay: \$17.00 to \$20.00 /hour Depending on education and experience.

Primary Responsibilities and Functions

1. Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance.
2. Develops system to account for financial transactions by establishing a chart of accounts, defining bookkeeping policies and procedures.
3. Maintains subsidiary accounts by verifying, allocating, and posting transactions.
4. Balances subsidiary accounts by reconciling entries.
5. Maintains general ledger by transferring subsidiary account summaries.
6. Balances general ledger by preparing a trial balance; reconciling entries.
7. Maintains historical records by filing documents.
8. Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
9. Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
10. Processes Scale Tickets for log trucks.
12. Make 401K/Roth Payment.
13. Processes accounts payable and receivables for Cougar Den Retail, Wolf Den, Tiin-Ma Logging, and LR Ranches.
14. Daily Bank Reconciliation for Cougar Den Retail, Wolf Den, Tiin-Ma Logging, and LR Ranches.
15. Maintain the company vehicle list.
16. Run quarterly reports for Alegria.
17. Contributes to team effort by accomplishing related results as needed.



Ad Hoc Responsibilities and Functions

1. Enter new hires into ADP/Terminate employees in ADP.
2. Setup new hires with a Wisely Card if elected.
3. Reconcile Yakama Forest Product check in Loggers Edge.

Qualifications - Knowledge, Skills and Abilities

- Bookkeeping skills and an understanding of cash flow and company financial reports.
- Problem Solving Skills.
- Ability to work with a team, and have excellent communication skills.
 - 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.

Job Type: Full-time

Benefits:

- 401(k)
- 401(k) matching
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

Schedule:

- 8 hour shift

Education:

- High school or equivalent (Required)

Experience:

- Accounting: 3 years (Preferred)

Contact: Kyle Curtis, 509-907-0023, kyle@ramseycompanies.com

