



Job Opening – Bookkeeper/Office Manager

RESUMES ARE NOT ACCEPTED IN LIEU OF THE REQUIRED APPLICATION. SUBMITTED RESUMES WILL NOT BE REVIEWED UNLESS A COMPLETED APPLICATION IS ALSO SUBMITTED.

To apply, please go to www.atlasfieldservices.com and click on the “contact us” tab. Please select the Bookkeeper/Office Manager Job Application Packet. Please fax the completed application packet to 916-307-5790; or e-mail it to employees.atlas@gmail.com.

Full time position available. 40 hours/week – Monday – Friday, 7:30 a.m. - 4:00 p.m.

A property preservation company that performs maintenance work for bank owned and foreclosed properties is seeking an experience Bookkeeper/Office Manager. The Bookkeeper/Office Manager will perform a variety of complex responsible and confidential technical accounting duties; manage bank and general ledger reconciliations; perform month end closing duties; process accounts payable and accounts receivable; match invoices to purchase orders; perform data entry; assist with data entry for payroll; analyze and reconcile a variety of accounts, reports and records; prepare, process, and maintain accounting system records and transactions; research and answer employee and vendor/contractors inquiries regarding the status of accounts and payments, including proper transaction coding and related matters; research account disputes and billing discrepancies; type and proofread a variety of documents including financial reports, correspondence and forms; maintain a variety of financial records and filing systems; respond to inquiries by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems; assist with planning business events; coordinate travel arrangements and maintain calendars and schedules; assist in developing and revising company policies, guidelines and procedures; assist in special projects, as needed; act as a daily technical and procedural resource to operations staff; consult with and advise management on a wide variety of matters; respond to inquiries by telephone, and/or in writing, regarding areas of responsibility and initiate appropriate action to resolve problems; screen and distribute incoming mail and sends out informational materials and letters; maintain a clean and safe work area and adhere to all safety requirements; verify that information or data is complete, accurate, consistent, and in compliance with applicable rules; and communicate effectively and establish and maintain effective working relationships with others.

Employees are expected to be fully qualified and able to perform confidential, difficult and responsible technical level accounting, secretarial, and office support work within the framework of established work methods and procedures and to use independent judgment in selecting and applying specific references, procedures, sequences, and alternatives to different work situations, referring non-procedural questions to the manager. This is an “at-will” position. The FLSA classification of this position is Non-Exempt.

Required Education and Experience:

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Possession of a high school diploma or GED; **AND four** years of increasingly responsible experience in the maintenance of financial, fiscal and related statistical records and office experience performing administrative/ secretarial duties in support of management level staff. Experience with QuickBooks is required.

A Bachelor's degree or two years of college including course in accounting, business, or closely related field is highly desirable.

Upon eligibility, the employer offers contribution towards health, dental and vision insurance for full time permanent employees. Holidays, vacation, and sick leave benefits also available upon completion of probationary period.

We are a DRUG FREE workplace. (Medical marijuana cards are not acceptable) Drug testing required prior to employment.

Resumes are not accepted in lieu of the application and supplemental questionnaire. Only the most qualified applicants will be contacted for a hiring interview.

Starting Salary- \$16/hour-