



## Position Description - Bookkeeper

### **POSITION TITLE**

Bookkeeper

### **SUMMARY**

Summersault, LLC is a small website development firm based in Richmond, Indiana, providing technical and consulting services for our clients. We seek to hire a qualified bookkeeper to oversee accounting, reporting and record-keeping functions, while incorporating a passion for Summersault's particular mission and vision.

### **TYPE**

Part-time, 10 hours/week

### **SALARY / WAGES**

Compensation in the form of hourly wages to be determined based on an applicant's qualifications and experience.

### **DUTIES**

- Processing and recording customer payments made by check and credit card
- Creating and delivering invoices and statements to customers
- Answering customer billing questions
- Processing and recording bills, issuing and delivering payment of bills
- Balancing and reconciling bank statements
- Performing regular audits of A/R, A/P and other reports
- Tracking and paying monthly, quarterly and yearly payroll liabilities
- Performing end of year accounting audits
- Interfacing with the company accountant to provide needed materials
- Financial planning and related research
- Other accounting and bookkeeping tasks as needed

### **GENERAL QUALIFICATIONS**

- Ability to demonstrate a genuine appreciation of and commitment to Summersault's mission and vision, as stated here: <http://www.summersault.com/about/mission.html>
- Residence in Richmond, Indiana, or, less preferably, residence within a 1-hour driving radius and a willingness to commute on a regular basis.
- Ability and willingness to think about, create, design, and implement solutions as a part of a team, while remaining self-directed and retaining an individual approach to work goals. Must have excellent adaptability and resourcefulness.

- Excellent task management skills that will allow the applicant to handle multiple projects, varying in scope and size.
- Expert experience with desktop computing and Internet-based applications, including word processing, spreadsheet manipulation, professional electronic mail etiquette, and online research.
- Strong references from previous employers, educational institutions and other relevant organizations and individuals
- At least two years of experience in a bookkeeping or accounting related position.
- General understanding of and appreciation for the technologies and culture of the Internet

### **ADDITIONAL QUALIFICATIONS**

Additional qualifications that would improve an applicant's standing include:

- Strong interpersonal and communication skills (written and verbal) that yield highly effective interaction with other Summersault staff and with clients, and that contribute positively to our company culture.
- Knowledge of concepts related to website development and website hosting, or even experience creating or maintaining an existing website
- A strong commitment to involvement in local community

Note that we put a strong focus on an applicant's drive to learn and adapt to the demands of the position, and so a demonstrated ability to succeed in that capacity may balance out any artificial lack of qualifications or experience.

### **APPLICATION**

Potential candidates should review the information posted at

<http://www.summersault.com/about/careers.html>

Submit cover letter, resume, references, writing samples, and other relevant information by e-mail or by postal mail. No calls, please.