



FULL CHARGE BOOKKEEPER

Vector Systems, Inc. is a manufacturer of skid-based equipment and is looking to hire a Full Charge Bookkeeper.

Summary: Working understanding of Financial Statements and standard work papers for accrual accounting.

Essential Duties and Responsibilities include the following:

- Record and process payments for accounts payable per approved list from CFO
- Issue invoices to and collect from customers
- Prepare financial statements and related work papers
- Prepare returns and remit sales & use taxes, property tax return to the county and Federal income taxes
- Account for fixed assets
- Reconcile bank accounts and petty cash accounts
- Collect information as needed for annual audits and tax return preparations
- Maintain a coherent system of accounts, with a supporting filing system - preferably in digital format.
- Chair and officiate bi-weekly AP meeting with Purchasing & Project Management Teams.
- Other duties as assigned by the CFO or the President.

Education / Experience:

- College Degree or Equivalent Experience
- History of good attitude and work ethic
- Attendance is a top priority

Knowledge / Skills:

- Strong communication and interpersonal skills.
- Microsoft Office Software intermediate to expert level – Excel REQUIRED
- 2 years in Full Charge capacity - Cost Accounting experience a plus
- ERP experience preferred.

Other Information:

This position will have the opportunity to advance to Assistant Controller / Controller / CFO and supervise staff in conjunction with company growth. Desire to be a Leader required.

Starting Salary/Pay Range: \$20.00 - \$25.00 hourly paid
Exempt Salary based upon meeting/exceeding Preferred Experience.
Job Type: Full-time
