



**JOB DESCRIPTION:** Bookkeeper  
**DEPARTMENT:** Accounting  
**REPORTS TO:** Department Manager  
**TYPE:** Full Time

**JOB SUMMARY:**

The Bookkeeper is part of the Accounting department team and is responsible for a variety of duties at Urner Barry. Duties of the Bookkeeper position will range from management support activities to the implementation of day-to-day operations. Employee flexibility is essential since responsibilities and functions will evolve proportionate to the employer's needs.

**ESSENTIAL FUNCTIONS for the Bookkeeper** (include, but not limited to):

- Accounts receivable, accounts payable
- Invoicing and processing of customer payments
- Inventory management
- Customer service and account maintenance
- Knowledge/experience with sales tax
- Fundamental knowledge of GAAP

**QUALIFICATIONS for the Bookkeeper:**

- Knowledge of PC's including Microsoft Excel, Word and Quick Books preferred.
- Troubleshooting skills
- The ability to multitask and prioritize to complete assignments within a given time-frame.
- Previous experience in accounting, finance, or other related fields.
- Fundamental knowledge of GAAP

**CHARACTER for the Bookkeeper:**

- Professional, flexible, diligent
- Good communication skills
- Team player

**COMPENSATION:**

- Hourly
- Health, Optical, Dental, Orthodontic Insurance, PTO, 401k & Profit Sharing

**SUBMIT RESUME TO:** Human Resource Manager  
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