



## FULL CHARGE BOOKKEEPER

### THE POSITION

Responsibilities include (not limited to):

- Accounts Payable and Accounts Receivable
- Bank Reconciliations, Journal Entries, and Analysis
- Purchase Order, Inventory
- Generate Financial Statements
- Month End Closing Entries
- ADP Payroll processing, process payroll-related employee documents
- Maintain company insurance policies and required licenses.
- File quarterly California sales tax return
- Bank deposits and notary travel
- Special projects as assigned

### QUALIFICATIONS

- Four years minimum bookkeeping experience, one year of Sage 100 software experience.
- Knowledge of accrual accounting principles and processes
- College degree
- Outstanding attention to detail and organization, highly efficient, unshakeable integrity and reliability.
- Manufacturing experience preferred (purchase orders, inventory)
- An efficient team player who will thrive in a friendly, energetic small office environment.

### SOFTWARE REQUIREMENTS

- Sage 100 (intermediate proficiency or higher, minimum one year of experience preferred)
- Microsoft Excel (intermediate proficiency or higher)
- Microsoft Office Suite (intermediate proficiency or higher)
- ADP payroll platform (experience preferred)
- Nutshell CRM (no experience needed, training provided)

### COMPENSATION AND BENEFITS

- Compensation commensurate with experience
- Paid Time Off for vacation and sick days, plus 10 paid company holidays
- Flexible office schedule
- Learning opportunities
- All team lunches and other events
- A team-oriented company culture with annual group strategy sessions

**TO APPLY :** Send an email with a **cover letter in the body of the email** itself, and a **PDF resume attached**, to [careers@panelite.us](mailto:careers@panelite.us). We look forward to hearing from you!

### ABOUT PANELITE

- Founded in 1998 by architects, Panelite develops innovative, energy-efficient materials for architecture.
- Visit [www.panelite.us](http://www.panelite.us) to view our products and projects.
- We are US Green Building Council members and are focused on developing building materials that save energy and resources while improving occupants' experience, comfort and productivity.
- We are a woman-led company and an equal opportunity employer.
- We are an energetic, passionate and positive-minded team. We work closely together to provide the highest level of quality in products and service to our clients.