

Bookkeeper

1/20/2021

Finance Group

Full Time – Non Exempt

Reports to: Accountant and Payroll Manager and Director of Contracts and Finance

Company Conformance Statement

All Meridian positions require individuals to be self-starters with exceptionally strong written and verbal communication skills, a high level of organization and attention to detail. Working at Meridian requires the ability to excel in a team environment, juggle multiple deadlines and project teams.

Primary Objective of Position

To provide support to the organization by performing tasks related to accounting, banking, and administrative support for the finance department.

MAJOR AREAS OF RESPONSIBILITY

- Accounts payable data entry, processing, and vendor relations
- Subcontractor/ Consultant data entry
- Expense report data entry for senior level staff and processing
- Reconcile corporate credit card
- Banking deposits/ Multi company
- Recordkeeping and filing system maintenance
- Data management
- Support to Finance Team as needed
- Assist with Accounts receivable invoice preparation for distribution, and monitoring as needed

KNOWLEDGE AND SKILLS REQUIRED

- Minimum of one-year experience in accounting
- Well-developed interpersonal and communications skills

- Proficiency with Office 365 (specifically Excel), web-based tools, and electronic communications
- Ability to work independently on assigned tasks and accept direction on given assignments
- Highly organized with dedication to accuracy and attention to detail
- Exceptional customer service orientation.

PERSONAL REQUIREMENTS

- May be required to attend to business outside of normal working hours, as needed
- Required to conduct themselves in a courteous and professional manner at all times

EQUIPMENT PROVIDED

- Laptop computer
- Additional components such as: monitor, keyboard, mouse, webcam and docking station

***Note:** This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job.*