

# ADVENTURES

*in good company*

## Bookkeeper

Northern CO; hybrid remote

### Who You Are:

You are a senior level bookkeeper/accountant with QuickBooks experience to manage accounting duties and assist our management team for continued success. You are confident in your ability to communicate effectively with the team, travelers and vendors to stay on top of the moving pieces. You are self-motivated with a can-do outlook to manage business opportunities in a fast paced environment.

### What You'll Do:

This position is responsible for managing most aspects of the financial back-end of a small business. It's your job to make sure vendors are paid on time, the books are balanced, oversee AR/AP, payroll, and overall financial reporting.

- Interact with the team, travelers and vendors to ensure financial expectations are met.
- Oversee accounts payable, accounts receivable, and payroll processes
- Oversee AGC's time tracking system, which is utilized for bookkeeping, payroll, and reporting functions.
- Maintain billing processes and work closely with the team to generate all invoices accurately and on time.
- Record and pay accounts payable.
- Employee and contractor credential management.
- Financial reconciliation between internal systems and Quickbooks Online.
- Expense report management and reconciliation.
- Reconcile general ledger including bank and credit card reconciliations.
- Responsible for running payroll working with an outside payroll vendor, as well as benefits administration.
- Perform routine business registration and tax filings.
- Gather and maintain vendor information and assist with preparation of year end 1099s.
- Support annual budget creation and month close and management reporting.
- Ensure records systems are maintained according to established policies and in accordance with generally accepted accounts standards and applicable law.
- Prepare and distribute financial reports to staff on a routine basis.
- Support ad-hoc accounting projects as required.

### What You'll Offer:

- An organized professional with a minimum of 4 years of experience in bookkeeping, accounting, and/or finance required, with direct experience in accounts payable, receivables, invoicing, general ledger account reconciliations, preferably in a small business environment
- Bachelor's degree required, preferably in accounting
- Strong knowledge of QuickBooks Online
- Quick learner of internal systems for financial recollection
- Self-starting attitude, dependable, ability to manage time and initiative
- Experience in a fast-paced and dynamic business environment
- Proven problem-solver - ability to think ahead and juggle lots of projects without dropping the ball
- The ability to manage multiple projects simultaneously, and get the job done and meet deadlines
- High attention to detail and high standards of organizational quality
- Positive attitude is a MUST, flexible, solution oriented, and excited to work in the travel industry
- Mature, approachable, and happy doing high-level projects as well as routine, regular tasks
- Outstanding communication skills, both written and verbal

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**Compensation, Schedule & Benefits:**

This is a full-time, salaried exempt position and the compensation range is \$55,000-\$75,000, DOE. The schedule is generally M-F, 8am-5pm MST, with minimal travel or evening, weekend work required. Benefits include paid time off, sick leave, 14 paid holidays, medical, dental, and vision coverage, life insurance, a cell phone and internet stipend, and retirement plan.

**Work Environment & Physical Demands:**

This position is primarily in a clerical, office setting and this role routinely uses standard office equipment including, but not limited to computers and telephones, with limited travel for meetings, training or program familiarization.

The above statements are not intended to encompass all functions and qualifications of the position. Rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.