



Office Manager/Bookkeeper

Are you an accounting professional who would enjoy a key role in a medium sized well-established advertising agency? If you are looking for a place to show your skills and grow, please read on...

The position:

White Hat, a full-service advertising agency is seeking a full time Bookkeeper who will be responsible for all accounting functions, financial reporting, payroll service, and benefits provider. This person will also perform on boarding duties for new employees.

This is an excellent opportunity to join a team that values its people and work-life balance.

Responsibilities

- A/R – posting all deposits for client
- A/P – posting all payables from vendors
- Processing invoices to customers and insuring timely payments
- Processing payroll online and paying all payroll taxes by deadlines
- Making sure all company taxes are paid by deadlines
- Reconcile monthly credit card and bank statements.
- Assist in preparation of payroll tax returns and corporate tax returns with company CFO.
- Review monthly profit/loss and outstanding payables with management
- Proficient in Excel, Word, QuickBooks with strong computer skills. Our operating system is Workamajig which is an ad agency platform.

Required Skills & Qualifications

- 3+ years' experience in a bookkeeping role.
- Advertising /marketing or media bookkeeping a plus
- Microsoft Office and Excel experience.
- Highly organized and detailed oriented.

We offer exceptional benefits, competitive salaries and excellent working conditions for the right qualified applicant. www.wearewhitehat.com

Interested applicants please send resumes to Employment@wearewhitehat.com