

bioMASON
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bioMASON Inc.
September, 2017

Description
Bookkeeper

Posting

Job: Bookkeeper
Location: Research Triangle Park, NC
Start Date: Immediate

bioMASON is a unique biotechnology start-up manufacturing company with a natural process that will revolutionize the building and construction industry. bioMASON employs microorganisms and chemical processes to manufacture biological cement-based masonry building materials in ambient temperatures.

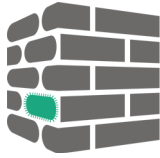
bioMASON is dedicated to finding talented, multi-faceted, hard-working, and passionate people to join our innovative team. We are a young start-up seeking to make a massive impact on carbon emissions. bioMASON believes in a fast-paced, creative working environment that fosters collaboration and innovation unhindered by traditional boundaries.

bioMASON is seeking a Bookkeeper to work in our HQ office. We are looking for someone who is comfortable in a fast-paced, start-up environment. Candidates should be comfortable working independently, and willing to learn new skills without direct supervision. Candidates should excel at multi-tasking and may be asked to help with varied tasks relating to all aspects of the office work.

Responsibilities include:

Financial:

- Recording accounts payable and credit card charges following Company procedures related to supporting documentation such as packing lists, receipts, purchase orders, etc.
- Maintain and ensure compliance with Accounts Payable invoice approval procedures
- Schedule payments and prepare checks for timely payment of accounts payable and other liabilities
- Understand debt compliance requirements
- Prepare sales and use tax reports and payments for both customer sales and Company purchases
- Reconcile bank and credit card accounts monthly
- Prepare customer invoices
- Monitor accounts receivable accounts following up as necessary on past due accounts
- Record cash receipts, make bank deposits
- Maintain physical fixed asset records
- Reconcile fixed asset details to QuickBooks and fixed asset subsidiary ledger
- Reconcile all balance sheet accounts monthly as part of preparation of draft financial statements
- Analyze and report on income statement accounts monthly for trends, consistency and budget comparison
- Participate in preparation of annual budget along with the executive team
- Prepare draft monthly financial statements to be reviewed by supervisor [s]
- Maintain the chart of accounts
- Prepare books in records timely for the annual audit and tax return preparation
- Provide year end information to external accountant for tax return preparation



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- Prepare monthly payroll confirming all deductions each reporting period
- Comply with all federal, state and local reporting requirements
- Maintain petty cash fund
- Calculate variances from the budget and report significant issues to management
- Maintain the annual budget

Administrative:

- Setup and maintain files in a systematic way such that records are easily accessible and clearly labeled
- Monitor office supply levels and reorder as necessary
- Purchase supplies and equipment as authorized and directed by management
- Maintain benefits records for employees and insurance reporting, reconciling each month
- Review all monthly benefit invoices for accuracy
- Complete annual insurance audits and maintain coverage details with an outside provider
- Maintain employee PTO records reconciling totals each month
- Prepare monthly grant reports and maintain or improve systems to report details as required for grants, contracts etc.
- Provide assistance and support to management as needed
- Maintain a neat and organized work area
- Performing other duties assigned by your supervisor (s)

Required Skills:

- * High Level Experience in QuickBooks and Excel
- * Clear and effective communication skills
- * Ability to learn quickly in fast paced environment
- * Detail Oriented
- * Proactive, punctual, persistent
- * Ability to Self-Manage Deadlines
- * Comfortable with a fast-paced work environment

bioMASON associates must possess:

- * Integrity and Honesty
- * Passion and Motivation
- * Analytical Skills
- * Intelligence and Aptitude
- * Productivity

The candidate should have an Associate's or Bachelor's degree in accounting or business administration, business experience, as well as a knowledge of bookkeeping and Generally Accepted Accounting Principles. Preference will be given to candidates with a strong background in QuickBooks accounting software.

Must have reliable transportation to the Research Triangle Park area.

bioMASON Inc. takes affirmative actions as an equal opportunity employer to attract, promote, and retain the most fully qualified candidates without regard to race, creed, religion, color, citizenship status, national origin, sex, age, sexual orientation, predisposing genetic characteristics, genetic information, marital status, status as a domestic violence victim, arrest record, disability, military status, disabled veteran, recently separated veteran, Armed Forces Service Medal veteran, other protected veteran or other characteristic as protected by law.

EOE M/F/D/V