



### **Job Description: Bookkeeper**

The role of the Bookkeeper is to manage the company's financial accounts and records, oversee payments made and received, track and forecast available cash, prepare financial reports for the President, the bank, and financial review agencies, assist the President in matters of financial analysis, and assist staff in matters related to cash, purchasing, invoicing, and inventory tracking.

**Organizational Relationships:** Reports to President

### **Responsibilities**

- Oversee and manage all accounting related matters, including Accounts Payable, Accounts Receivable, and the values of assets and liabilities
  - Execute and record day-to-day financial transactions and complete the posting process
  - Maintain positive relationships with vendors and customers
  - Verify that transactions are recorded in the correct accounts: suppliers ledger, customer ledger, and general ledger
  - Track the values of our assets (including inventory) and liabilities
  - Provide reports and analytics as requested
- Perform month-end and year-end close processes, bank reconciliations, and timely preparation of monthly financial reports
- Assist with the application and handling of loans, leasing agreements, and financial aid
- Assist with insurance contracts and payments
- Account for weekly payroll
- Assist in the design and preparation of budgets for review by Owner
- Handle tax matters, business tax returns and financial reviews with outside CPA firm
- Manage sales tax accounting and execute sales tax payments related to online and other direct-to-customer sales
- Ensure compliance with GAAP and record-keeping laws
- Protect a positive, cooperative, and effective work environment based on synergy, honesty, care, and a dependable work ethic

### **Experience & Skills:**

The employee must possess the following:

- Strong communication skills (English)

- Proven bookkeeping experience
- Solid understanding of the principles of accounts payable and accounts receivable
- Solid understanding of general ledger accounts, trial balances, and profit & loss statements
- Data entry skills
- Basic math skills, a knack for numbers
- Hands-on experience and comfort with electronic bookkeeping systems (such as QuickBooks) and basic spreadsheets (such as Microsoft Excel)
- High value for accuracy and keen attention to detail
- Customer service and negotiation skills
- Positive attitude (required for the team's success)
- High school diploma or equivalent

The employee must be:

- goal oriented, highly organized, efficient, and energetic

**Job Type:**

The work schedule is 5 days a week, 8 hours a day. Start time is at 8am. Start time and end time may change depending on operating business conditions and needs. The employee may sometimes be required to work overtime, holidays, or weekends.

**Pay: Negotiable**

**Benefits:**

Paid Time Off (Sick, Personal, and Vacation)

Paid Holidays (6 in total)

Health/Dental Insurance options

Discount NFTA Metro Advantage Pass

Disability, Workers Compensation, NYS Paid Family Leave (NYS PFL), Family Medical Leave Act (FMLA)

Training and oversight are provided for all job duties.

Landies Candies is in a rapid growth mode with the potential of outstanding employment prospects for the future. We pride ourselves on excellence and a supportive team environment.

Please send resume to [jillianm@landiescandies.com](mailto:jillianm@landiescandies.com). All applicants will be notified of status.

**About Landies Candies:**

Landies Candies has become a national hit on QVC with its patent-pending, chocolate-infused pretzels. Over 4 million have been produced since being introduced in 2014. Landies Candies is also the official chocolatier to Wegmans Stores and Paula Deen and produces an extensive line of unique, high-quality chocolate products. Landies Candies has been in business in Buffalo, NY since 1985, is a 5-time award winner at the Taste of Buffalo, and for the last 3 years has been one of the 50 fastest-growing companies in Western New York.