

KVK Tech	Master Job Description
	Revision:

Department	Accounting		
Job Title	Bookkeeper	FLSA Status	Exempt
Role	N/A		
Sub Role (If any)	N/A		
Reports To	Senior Manager of Customer Service and Accounting		

1. Role Purpose:

(Provide a brief summary of the primary purpose of this role)

Supports upper-level Accounting Manager in all aspects of accounting. Must have a good understanding of accounting principles and practices and as well as an excellent knowledge of MS Office. Will also possess good analytical, numerical, problem solving skills. Attention to details and accuracy is required.

2. Key Duties & Responsibilities:

(Briefly describe the essential activities that are performed by this role including key duties/responsibilities. Each statement should start with a verb. Additionally, indicate how frequently it is performed)

- Maintaining financial transaction records by establishing accounts, posting transactions, and ensuring legal compliance
- Develop a chart of accounts that defines bookkeeping policies and procedures
- Maintain subsidiary accounts by verifying, allocating, and posting transactions
- Prepare financial statements, such as ledgers, income statements, and balance statements
- Utilize the appropriate accounting software to manage and automate financial tasks when relevant
- Assist with creating budgets, financial forecasts, and quarterly reports
- Knowledge of essential accounting software
- A general understanding of basic accounting principles such as accruals and revenue
- Experience and knowledge in closing books
- Ability to enter general ledger
- Skilled in managing budgets
- Experience in recording financial transactions
- Experience using QuickBooks

3. Typical Supervisory Responsibility:

(Identify any responsibilities the role has for supervising others)

N/A

4. Education & Experience:

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(Describe the education required for this role, including specifications, if any. If equivalent experience or knowledge can be substituted for the educational requirements, A combination of Education and experience shall be taken into account.)

Education Requirement	Specialization (If any)
Associate or bachelor's degree or higher in accounting or related field preferred	N/A
N/A	N/A

Experience Requirement

(Describe the experience required for this role. Identify the type of experience, number of years, and any additional comments on the experience and education requirements for the role. Also, include any geography specific requirement that differs from the experience.)

N/A	
Number of Years (Minimum to Maximum)	5-20

5. Technical competencies/ Certifications/ Licenses:

(Briefly describe the required competencies such as, skill, ability, knowledge an individual must possess to perform the role. Also, identify any certification or licenses required to perform the role.)

Technical competencies	<ul style="list-style-type: none"> • Proven experience as an accountant. • Excellent organizing abilities. • Great attention to detail. • Good with numbers and figures and an analytical acumen. • Good understanding of accounting and financial reporting principles and practices. • Excellent knowledge of MS Office and familiarity with relevant computer software. • Qualifications (ACA, ACCA or CIMA) is a plus but not required.
Certifications	N/A
Licenses	N/A
Other	N/A

6. Physical demand and Work environment:

(Provide details regarding the physical demands and work environment that are essential to the role)

a. Physical demands:

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While performing the duties of this job, the employee is required to walk, sit, and use hands to finger, handle or feel tools or controls, reach with hands and arms, balance, stoop, crouch, bend, talk and hear. The employee must lift and/or move up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, and depth perception.

b. Work environment:

Office