

## **G4S Integrated Fleet Services, LLC Bookkeeper**

The Bookkeeper is responsible for accounting and clerical tasks related to maintaining and processing accounts payable and accounts receivable transactions. This includes receiving and posting invoices, resolving discrepancies and maintaining records. The Bookkeeper also ensures the business adheres to generally accepted accounting principle with regards to accounts payable duties. Additional responsibilities include general administration for employee and independent contractor payroll, expense reporting, coordination of employee annual appraisals, commission reports and payments, and other assigned duties as determined by management.

### **Responsibilities:**

#### **Accounts Receivable/Payable Processing -**

- Receive, verify, code, post invoices and requisitions. This includes research and reconciliation of PO discrepancies.
- Review requests for, prepare, process, and distribute accounts payable checks.
- Prepare and maintain accounts payable database and records matching invoices to customer purchase orders.
- Manage and maintain an up-to-date billing system, records, and accounts receivable files.
- Generate and distribute accounts receivable electronic invoices for assigned customer accounts.
- Prepare, receive, verify, and process payments and credits against accounts.
- Reconcile accounts.
- Print and distribute monthly and quarterly financial and cash receivable reports.
- Analyze and verify completeness, consistency, comprehensibility, feasibility, and compliance with financial policies and procedures.
- Resolve accounts payable and receivable discrepancies.
- Manage bank deposits and reconciliation activities.
- Coordinate and manage wire transfers, credit card processing, chart of accounts and special QB reports.
- Perform audits as required.
- Serve as liaison with outsourced accounting firm.
- and/or Special Tasks Assigned

#### **General Administration -**

- Develop and maintain commission schedules according to established schedule.
- Prepare and manage all payroll functions.
- Handle timesheets including formatting, costing, and entering into Intuit
- Assist in the coordination of annual employee appraisal reviews and employee records.
- Process expense reports and reimbursements
- Ensure confidentiality and security of all financial and employee files.

#### **Knowledge and Experience -**

- Excel Proficiency
- Quantitative skills -- Solid math skills -- Able to conduct reasonableness checks across large volumes of information.
- Knowledge of generally accepted accounting principles.
- Knowledge of accounts payable.
- Bookkeeping skills.

- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Ability to maintain confidentiality concerning financial and employee files.
- Experience using financial computer software and applications.
- Proficient in data entry and management.
- One to three years accounts payable and general accounting experience.

Personal Attributes -

- Able to prioritize duties and effectively manage time.
- Detail oriented and organized.
- Analytical and problem-solving skills.
- Able to make decisions independently.
- Effective written communication skills.
- Strong sense of customer service.
- Excellent interpersonal and communication skills.
- Able to work in a team environment.
- High stress tolerance.
- Time management skills.

Please email resume to [Brad.Hunter@cityofcarrollton.com](mailto:Brad.Hunter@cityofcarrollton.com) and then call 972-466-3490

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