

Bookkeeper

Wage information:	DOE
Reports to:	Controller
Education:	Associate's degree preferred but not required
Experience:	3+ years similar experience
Location:	Salt Lake City, UT - No remote office option available
Required travel:	None
Date:	Immediately
Correspondence:	E-mail careers@monnit.com only. NO CALLS OR DROP-INS accepted.
Schedule:	Monday – Friday 8:00am – 5:00pm

Job Description

Monnit, the global leader in remote monitoring solutions, is growing rapidly. We are IMMEDIATELY seeking a full-time bookkeeper and we would like you to be part of our dynamic team. We are in search of motivated individual seeking a company that provides continued career growth opportunities. If you have a positive attitude and are willing to join fast pace growing technology company in South Salt Lake, UT, then come and meet the team!

Job Responsibilities

- Accounts receivables and bank reconciliation
- Accounts payables and financial reporting
- Enter **monthly** cellular data plan billing charges into QuickBooks
- Input Cellular MEID list from Google docs list into in house system for auto billing
- Provide support to our sales and sales admin team
- Assisting in daily office needs
- Answer phone calls as needed
- Other projects as assigned by the Controller or Office Manager.

Skills/Qualifications

- 3 years or more experience as a bookkeeper
- Experience with accounts receivable
- Experience with accounts payable
- Experience with financial reporting and bank reconciliation
- Typing speed required of at least 55 WPM
- general accounting and office skills
- Strong communication skills
- Organized
- Ability to effectively set objectives and meet them
- Integrity and honesty is expected.

Tools Knowledge

- Computer literacy is vital for this position.
- Advanced knowledge of QuickBooks
- MS Office products - Excel, Word, PowerPoint, Outlook
- Google Docs