

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 looking for a reliable bookkeeper to join our team! As an Bookkeeper, you will supervise, monitor and evaluate all day-to-day accounting activities. In addition, you will be establishing financial status by developing and implementing systems for collecting, analyzing, verifying and reporting financial information.

Bookkeeper duties and responsibilities

- Plan, implement and oversee overall accounting strategy
- Oversee accounting daily operations
- Take responsibility for accounts payable/receivable, cash receipts, general ledger, payroll and utilities, treasury, budgeting, cash forecasting, revenue and expenditure variance analysis, capital assets reconciliations, trust account statement reconciliations, check runs, fixed asset activity, debt activity etc
- Monitor and analyse accounting data
- Set up and monitor accounting KPIs
- Regularly produce financial reports or statements
- Adhere to proper accounting methods, policies and principles
- Encourage other employees to adhere to standards
- Recruit and hire new employees
- Train new employees
- Perform and oversee annual audits
- Provide recommendations
- Meet financial accounting objectives
- Prepare and present KPIs to stakeholders

Bookkeeper requirements and qualifications

- 3 years of experience as an Bookkeeper
- Excellent computer skills on MS Office
- Excellent knowledge and experience with accounting software and databases
- Ability to multi task
- Understanding and knowledge of accounting principles, practices, standards, laws and regulations
- Sense of ownership and pride in your performance and its impact on company's success
- Critical thinker and problem-solving skills



- Team player
- Good time-management skills
- Great interpersonal and communication skills
- BS degree in Accounting or Finance