

# RMK MERRILL-STEVENSON

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## Bookkeeper Job Description

### Summary

RMK Merrill-Stevens, Florida's Oldest Shipyard, is looking for an *Experienced Bookkeeper* to join our team and be part of our growing Finance Department.

We are looking for a Bookkeeper to oversee general accounting operations. Reconciling account balances and bank statements, maintaining general ledger and reporting and preparing month-end close procedures. The successful bookkeeper we are looking for combines excellent analytical skills with a thorough knowledge of accounting principles.

### Job Duties and Responsibilities:

- Verify, allocate, post and reconcile accounts payable and receivable.
- Produce error-free accounting reports and present their results.
- Analyze financial information and summarize financial status.
- Participate in financial standards setting and in forecast process.
- Provide input into department's goal setting process.
- Prepare financial statements and produce budget according to schedule.
- Assist with tax audits and tax returns.
- Direct internal and external audits to ensure compliance.
- Support month-end and year-end close process.
- Develop and document business processes and accounting policies to maintain and strengthen internal controls.
- Ensure compliance with GAAP principles.
- Secures financial information by completing database backups.
- Protects organization's value by keeping information confidential.
- Maintains general ledger by transferring subsidiary accounts; preparing a trial balance; reconciling entries.

### Education and Experience:

- 5+ years of experience in accounting required.
- In-Depth Quickbooks Enterprise experience required.
- Advanced experience in reporting, general ledger functions, reconciliation and month-end closing.
- In-depth understanding of Generally Accepted Accounting Principles (GAAP).
- Advanced MS Excel skills including Vlookups and pivot tables.
- Bachelor's degree in Accounting, Finance or relevant required.
- Fluent Bilingual (English, Spanish) is preferred but not required.
- Relevant certifications preferred.

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## **Essential Skills:**

- Highly detail-oriented and organized.
- Accuracy and attention to detail.
- Ability to meet a constant stream of deadlines.
- Proven ability to work both independently and collaboratively with different levels of employees.
- Superior analytical and problem-solving skills.
- Familiarity with accounting software and programs.