

# IMPRINT PROJECTS

## Is looking for a Bookkeeper

Full-time, New York

Our company develops innovative brand platforms for marketing and communications. We work as artists, designers and curators in partnership with non-profits, businesses and communities.

We are seeking a bookkeeper to manage the day-to-day accounting activities from AP to liaising with client finance teams. You have a meticulous attention to detail and thrive in a fast paced environment. Your past clients/companies are within fashion / art / design, event planning and media production.

We want you to love what you're doing, so a passion for technology, music, film, design, art, fashion, or social activism is a must.

## **RESPONSIBILITIES**

- ▶ Process weekly payroll, contractor, and vendor payments
- ▶ Reconcile A/P, credit card transactions and bank statements
- ▶ Maintain project folders containing contracts, change orders, invoices, invoice backup, and all vendor, client, contractor and employee files
- ▶ Manage relationship with client finance teams and ensure that accounts receivable are collected promptly
- ▶ Investigate and research payment discrepancies; research and respond to all audit requests in a timely manner
- ▶ Work with Controller and Managing Director on end of month reconciliation and reporting.

## **SKILLS & EXPERIENCES**

- ▶ Impeccable attention to detail and highly organized
- ▶ Self-starter, organized, flexible and willing to learn
- ▶ Bachelor's degree in Business, Finance or Accounting required; CPA or CPA track a plus
- ▶ Strong general ledger skills including month end close, recording journal entries, budget to actual variance analysis, balance sheet account reconciliations, bank reconciliations etc.
- ▶ Demonstrated teamwork and organizational skills as well as the ability to work independently with a high sense of self-motivation
- ▶ Proficient in QuickBooks, Microsoft Word, Excel, Google Docs
- ▶ Experience with task management tools (e.g. QuickBase, Basecamp)

## **HOW TO APPLY**

- ▶ CV, cover letter including salary requirements should be submitted to [work@imprintprojects.com](mailto:work@imprintprojects.com)
- ▶ Subject Line: Bookkeeper - NY