



**Holt Lunsford Commercial Inc
Corporate Bookkeeper
(Exempt)**

Job Description

As the Corporate Bookkeeper, you will be responsible for maintaining the accounts receivable and accounts payable processes for the corporate accounting department. Some administrative support to the Senior Controller should be expected. The Full Charge Bookkeeper will work under general supervision and rely on experience and judgement to plan and accomplish goals.

Supervision

Reports to: Senior Controller, Corporate Accounting

Responsible for: N/A

General Qualifications Required

Education: High School diploma required. A college degree or associates degree in a business-related discipline is desired, but not required.

Licensing: n/a

Experience: Minimum five (5) years of experience

Skills/Behaviors

- Accounting knowledge through bookkeeping experience
- Professional written and verbal communication and interpersonal skills
- Strong organization skills and ability to independently prioritize tasks to meet strict deadlines
- Experience using Sage Intacct (preferred) and Microsoft Office products
- Demonstrate HLC's Corporate Missions
 - We Serve
 - We Seek to Build Trust
 - We Work Hard, Produce Results and Improve
 - We Love People
 - We Put Others First

Major Areas of Responsibility

- Accounts Receivable
 - Work with business leaders to issue invoices for fees and expense reimbursements
 - Apply cash receipts and make bank deposits
 - Assist leadership to ensure timely collections of all receivables
 - Work with business leaders to issue invoices for fees and expense reimbursements
- Accounts Payable:
 - Input properly approved vendor invoices
 - Process employee expense reports in accordance with policies
 - Maintain vendor files and perform IRS compliance reporting (1099s & W-9s)
- Other Duties as assigned