

Bookkeeper Position-Burbank

A growing company is in need of a Bookkeeper that is familiar with manufacturing needs. This will include inventory and will require working closely with production, payroll, balancing the books, tracking travel and providing monthly reports to management. This person will provide information to management so a yearly budget can be developed. This person must also have a pleasant personality and be a team player.

This will be a part time position and may grow into a full time position.

Job Duties

- Process payroll and coordinate with the authorized payroll depository banks for automatic fund transfers for employee salaries.
- Installs and operates the company's general ledger system.
- Journalizes all cash that comes in and out and summarizes it in the form of cash flow statements.
- Maintains records of corporate assets and liabilities to allow for an accurate balance sheet statement every period.
- Prepares the company's year-end income statements for shareholders and for tax purposes.
- Prepares cash payments to suppliers and vendors.
- Computes and prepares the proper tax payments.

Education and Qualifications

Bachelor Degree in related field is preferred.

At least 2 years previous **BOOKKEEPING** experience required.

Other Requirements (you must meet all requirements)

- **Currently unemployed**
- **Laid off after January 1, 2008 and received unemployment benefits**
- **Computer Literate**
- **Possess Right to Work Documents**

Email resumes to vmanufacturingtraining@gmail.com or fax to David/Deidra @ 818-409-0496