

Bookkeeper Job Summary

Position Summary

The Bookkeeper is responsible for the day-to-day financial and administrative functions that support Major Medical's operations, with primary responsibility for accounts payable, accounts receivable support, bank and credit card reconciliations, sales tax filings, vendor records, and general office administration.[cite:1][cite:8] This role will work closely with management to maintain accurate records, process transactions in a timely manner, and help keep back-office operations organized and efficient.

Key Responsibilities

Enter vendor invoices and maintain organized accounts payable files for management review.

Print and process vendor payments, including checks and payment support documentation.

Record incoming checks, prepare bank deposits, and monitor/post incoming funds.

Perform monthly bank account reconciliations and review banking transactions for accuracy.

Reconcile company credit card statements and process employee expense activity.

Prepare and file sales tax returns for New Jersey, Pennsylvania, and New York.

Maintain vendor documentation, including insurance certificates, W-9s, and COI requests.

Monitor and manage the admin email inbox and route items appropriately.

Coordinate travel arrangements for leadership as needed.

Order office supplies, marketing items, and help manage service contracts, building-related administrative needs, and vehicle-related administrative tasks.

Assist with online banking support activities, including fraud monitoring and ACH process support where dual control is required.

Qualifications

Prior bookkeeping experience with strong knowledge of accounts payable, reconciliations expense tracking, and general administrative support.

Required: hands-on experience with QuickBooks.

Strong attention to detail, organization, and follow-through.

Ability to handle confidential financial and employee information professionally.

Comfortable working directly with management and handling multiple priorities in a small business environment.