

## **Bookkeeper**

Tennessee Valley Properties  
3352 Huntsville Highway  
Fayetteville, Tennessee

Currently seeking a qualified and professional Bookkeeper for our business, located just north of Hazel Green on Hwy. 231. The Bookkeeper will play a key role in the daily administrative operations of the office and will handle a variety of business-related issues and non-routine situations by determining the appropriate course of action.

- Process accounts payable and monitor cash flow
- Coordinate payroll and tax filing processes, bank reconciliations, participate in month-end closing
- Handle receipts, office filing, and daily phone calls
- Handle payments, deposits and contract processing
- Communicate with Management re: status
- Interpret guidelines, procedures, policies and practices and convey to associates in a clear and concise manner
- Handle confidential information related to the business operations and our employees
- Process employee personnel actions, execute recognition programs, coordinate insurance programs
- Interact with all levels of personnel including customers and management
- Other duties as assigned

### **Requirements & Qualifications:**

- Experienced administrative professional
- Proficient in QuickBooks Bookkeeping and MS Office applications (Word, Excel, Outlook)
- General office experience required
- Payroll processing
- Ability to work proactively and positively with staff and customers
- Excellent communication and organizational skills
- Strong attention to detail and ability to multitask
- Customer service oriented
- Ability to work well in a team environment and establish good rapport at all levels of the organization
- Must be able to demonstrate a high level of initiative and independent judgment
- Ideal candidate must have a minimum of 3 years' experience

### **Job Type: Full-time**

### **Required experience:**

Quickbooks; Office administration: 3 years

### **To apply:**

Email resume to [Cindy.Mitchell@TheMagicMile.com](mailto:Cindy.Mitchell@TheMagicMile.com)

No phone calls please.