



Bookkeeper

The Bookkeeper position maintains and records business transactions, balances ledgers, reconciles accounts, and prepares financial reports and supporting schedules for assigned entities.

ESSENTIAL JOB FUNCTIONS:

Essential duties may include, but are not limited to the following:

- Develop and maintain an ongoing professional relationship with assigned Licensees
- Prepare monthly financial statements and reports accurately and timely for 13 or more assigned stores
- Update all Balance Sheet accounts and schedules
- Reconcile bank accounts and prepare general ledger reconciliations
- Process accounts payable and maintain relevant check registers
- Enter journal entries and perform month end closing
- Prepare and file sales tax returns
- Assist in preparation of 1099's for assigned stores
- Prepare appropriate schedules and reports as requested by clients or managers
- Receives minimal direction and uses knowledge and experience to exercise independent judgment
- Relies on experience and judgment to plan and accomplish goals
- Process or prepared more complex or technical financial accounting documents, including special projects
- Communicate with supervisor, co-workers, licensees, and others in a courteous and professional manner
- Shows initiative in a positive "can do" attitude
- Follow all bookkeeping procedures and guidelines set up by management
- Conforms with and abides by all regulations and policies in the Zaxby's Franchising LLC handbook
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties to meet Zaxby's Franchising LLC's needs.

QUALIFICATIONS:

- Enhanced understanding of accounting principles
- Advanced knowledge of standard concepts, practices, and procedures within the accounting field
- Proficiency in Word and Excel
- Experience using accounting software
- Excellent organizational skills and time management
- Excellent written and verbal communications
- Able to maintain confidential information
- Work well in team environments
- Above average attention to detail, initiative, and problem solving skills
- Ability to multi-task multiple priorities and deadlines

Zaxbys Employee Handbook

O García



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