

# Country Side Services

Founded in 1996. We offer services as a swimming pool builder, excavator, and snow plow dealer. Our mission is to provide quality services and products to every customer at prices they can afford. Our shop is in Ramsey, MN off highway 10 and Sunfish Boulevard.

## Experienced Bookkeeper

Located in **Ramsey, MN**. The Bookkeeper will maintain our financial records which include purchases, sales, receipts and payments. They will work closely with our team to create and analyze financial reports.

### Responsibilities include:

#### Accounts Payable:

- Maintain accurate vendor accounts
- Enter bills into QuickBooks system
- Reconcile bills ensuring appropriate pricing and discounts are applied
- Pay bills according to their payment terms, ensuring all bills are paid on time and allowing for payment discounts where applicable
- Ensure sales tax laws are followed

#### Accounts Receivable:

- Reconcile daily sales & make daily deposits
- Manage account invoices including; confirming returns, back orders, sales tax application, shipping costs as needed, and customer purchase order information
- Process customer account payments
- Communicate to the customer when issues arise with the payment.
- Use proper accounting practices
- Prompt pay discounts are taken appropriately
- Communicate with customers when the accounts are past due
- Answer customers questions regarding billing and statements

#### General Office Responsibilities:

- Answer phones in a professional manner
- Maintain accurate files
- All catalogs should have current information filed properly in the book
- Other duties as assigned such as maintaining employee files new hire paperwork (benefits, new hire paperwork/orientation, maintaining files and personnel information

This position could be part-time or full-time based on availability. We offer a fun and casual work environment. Benefits include: Simple IRA with company match, employee discounts, health insurance and PTO.

### Qualifications

- 2 years of Bookkeeping experience
- 2 years of experience using Microsoft Office
- Experience using QuickBooks or similar

To apply: Send resume to [countrysideservicesmn@gmail.com](mailto:countrysideservicesmn@gmail.com) or call at **763-441-4943**