

## POSITION DESCRIPTION

CB Ventures, LLC  
dba Business Card Express  
162 Pembroke Road  
Concord, NH 03301

Job Title: **Bookkeeper**

Duties:

The bookkeeper manages the day to day financial affairs of the company. This includes uploading sales into QuickBooks, processing accounts payable, managing accounts receivable, collections, processing payments and making daily deposits, processing credit cards, rendering statements, uploading payroll and interfacing with the company's accountant. Accounts must be kept in balance and certain audit checks need to be performed in that regard. The bookkeeper also needs to become familiar with company operations as there is significant customer contact in the job. Customer contact involves both telephone and e-mail communication.

Qualifications:

The bookkeeper must be fluent with certain financial software packages, including QuickBooks, both on-line and desktop versions and Microsoft Excel. The bookkeeper will need to be comfortable learning the company's internal systems and reporting so that complex spreadsheet billing is seamless with the company's larger clients. The bookkeeper needs a good understanding of business accounting. A minimum of Associate Degree in Accounting or Finance is a prerequisite.

Compensation:

This is a full-time position with pay in accordance with the applicant's qualifications. Hours are generally 8:00 a.m. to 4:30 p.m. Monday through Friday. Pay can be either in salary form or hourly, depending on the applicant's preference. The company offers competitive pay and has very low turnover. The company did offer health benefits until they became prohibitively expensive a couple of years ago. The company does retain a broker to assist employees with healthcare policies available on the marketplace exchange. The company also offers a generous paid time off program.

If you are interested in applying for this position, you may submit your resume to:

Business Card Express  
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162 Pembroke Road  
Concord, NH 03301  
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