

NO JIVE PRODUCTIONS, INC.

BOOKKEEPER/ACCOUNTING MANAGER

Job Description

No Jive Productions Inc is seeking a Bookkeeping/Accounting Manager. This individual must be knowledgeable in QuickBooks, Non-Profit & For-Profit Taxes, must be able to provide monthly reports.

* Accomplishes accounting requirements by designing and maintaining accounting processes, including journal entries and general ledger, payroll, billing, collections, accounts payable, and accounts receivable; supervising bank reconciliations and closing processes; supporting annual budget process; ensuring compliance with Generally Accepted Accounting Practices (GAAP);

* Improves financial condition by analyzing financial reports and variances; revising accounting policies and practices and internal control procedures.

* Accomplishes organization goals by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.

Skill Requirements

Accounting, Cost Accounting, Financial Planning and Strategy, Financial Skills, Financial Software, General Math Skills, Analyzing Information, Supervision, Attention to Detail, Dependability, work under pressure and Financial Diagnosis.

Candidates must have a Bachelor's degree in Accounting/Finance, as well as 4+ years of experience. Strong accounting systems experience is needed, as well as the ability to multi-task. CPA is preferred but not required.

If idle time should occur, the employee is expected to take the initiative in developing different programs in the department that will be beneficial to the company.

Position Type:	Freelance
Estimated Salary:	\$15.00-18.00 per hour
Travel:	20%
Under Contract:	Yes
Send Resume to:	No Jive Productions Inc Attn: Human Resources Job Code: NJP-BK/ACCT. PO Box 170767 Miami, Fl 33017

Or email: jobs@nojiveproductions.com

Immediate Supervisor: Treasurer

Note: The job description above may be changed at anytime with or without notice