Link-Systems International, Inc.
Job Description

Position Description:

Title:	BOOKKEEPER	Salary:	$18-28K annually
Travel:	None	Status:	Full-time/Exempt
Reports to:	President/CEO		

Daily Responsibilities:

The responsibilities of this job include the overseeing of LSI's accounting and bookkeeping functions. Additionally, each of the corporate division heads may need support from the financial functions of the company from time to time.

Specific job requirements include:

- Bookkeeping
  - ❖ Data entry for A/P, A/R, and Payroll systems.
  - ❖ Quarterly and Annual Journal Entry maintenance.
  - ❖ Assist in cash flow management, including direct contact with customer/vendors.
  - ❖ Manage supplies, including forecasting needs and purchasing.

- Human Resources
  - ❖ Act as employee Personnel/Human Resource contact.
  - ❖ Oversee implementation of company handbook.

Position Requirements:

- Two (plus) years of accounting/bookkeeping experience.
- Two or Four year college degree.
- Strong verbal and written communication skills.
- Responsible, dependable, and organized work habits.