

## **Position Objective and Responsibilities**

### **Job Title: Bookkeeper**

---

Reports To:

Location Manager

### **Position Objective**

---

To maintain office efficiency in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

### **Position Responsibilities**

---

The bookkeeper's responsibilities involve recordkeeping, communications, clerical tasks, and other duties as assigned by management.

The bookkeeper will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

#### **Billing/Recordkeeping**

1. Billing entails local Accounts Receivables
2. Maintain accurate records
3. Contracts made, signed and returned
4. Balance outgoing and incoming
5. Oversee all settlements
6. Added duties as necessary

#### **Maintain purchase records**

1. Understand DPR, all functions and reports

### **Communications**

Communications involves handling customer calls, inquiries, and orders.

1. Answer the telephone in a courteous and professional manner with no complaints
2. Route telephone calls to the appropriate person
3. Properly record customer orders and communicate the order to the appropriate salesperson
4. Greet customers in a friendly and courteous manner