



Seedling & Sage specializes in planning events at dozens of locations in Philadelphia and the suburbs, as well as the tri-state area. We specialize in unique locations like barns, farms, arboretums, distilleries and private homes. We don't just create menus, we style events and, most important – We Make People Happy.

POSITION:

Bookkeeper, Full Time

DESCRIPTION:

We are looking for an Bookkeeper to supervise, track and evaluate day to day accounting operations. Core responsibilities: but are not limited to, accounts receivable, accounts payable, month end reconciliations, payroll, financial reporting and other items as needed

Job Duties:

- Journal entries transfers in bank
- Accruals and month closing P&L
- Bank and Credit Card reconciliations
- Audits invoices, researches discrepancies and obtains approval for payment
- Reporting financial statements
- Monitor accounts
- Assists employees, clients and customers by answering questions related to accounts and services
- Weekly and monthly financial report
- Client invoice allocation
- Proper allocation of expenses, assets, income, etc
- Petty cash handling
- Analyze receipts for consistency and accuracy

- Enter and pay bills in QuickBooks
- Payroll overview
- Deposit Runs
- Work closely with external Accountant
- Maintain an orderly filing system
- Assist with office duties as needed.

Requirements:

- 3+years of book keeping experience
- Advanced computer skills on MS Office, accounting software and databases
- QuickBooks online a plus
- Proven knowledge of bookkeeping and accounting principles, practices, standards, laws and regulations
- Good communication skills.
- Excellent analytical and problem solving skills.
- High attention to detail and accuracy
- Ability to work independently.
- Ability to meet deadlines.

Seedling and Sage Catering is an equal opportunity employer. We are committed to treating all Applicants and Team Members fairly based on their abilities, achievements, and experience without regard to race, national origin, sex, age, disability, veteran status, sexual orientation, gender identity, or any other classification protected by law.

Compensation: \$50,000-\$55,000

- Salary commensurate with experience and skills
- Benefits: Vacation Time, Employer Health Care Contribution

Email Resume to Laura Kidwell- lkidwell@seedlingandsage.com