

Bookkeeper

Description

Do you love international travel? smarTours specializes in group tours to 80+ must-see destinations around the world where it helps to have a travel expert making sure you don't miss a thing. Our customers love traveling with us, and they refer their friends and family too. In this role, you will manage the Company's bookkeeping for all transactions, touching all aspects of the Company's bookkeeping and accounting.

Responsibilities

This position will report to the Director of Finance & Operations

Requirements

- Integrity
- Extreme attention to detail
- Timeliness and punctuality

Initial Responsibilities

- Perform daily reconciliation of incoming payments on all merchant accounts, checks and wires; reconcile these with payments posted to the Company's booking software and with cash inflows reflected in the bank account(s)
- Prepare, process and post to the respective invoices all cash deposits
- Monitor daily bank account activity, track and monitor all returned and bounced checks
- Process and post all customer payments made in paper form
- Manage customer communications regarding billing and payment
- Maintain files on all pertinent accounts receivable and accounts payable information
- Track money owed to the company and manage and resolve all chargebacks
- Review vendor invoices in detail
- Review transactions entered in QuickBooks to confirm accuracy
- Review employee expense reports
- Post check transactions in QuickBooks and organize and file the related back-up
- Other duties and responsibilities as may be assigned

Qualifications

- Ability to work and thrive in a fast changing work environment
- 2+ years of professional bookkeeping and/or accounting experience
- Excellent attention to detail, problem-solving, and multi-tasking abilities along with strong writing, listening, communication, organizational, and time management skills.
- Proficiency with QuickBooks
- Proficiency with standard office applications (Word, Excel) and an ability to learn business applications quickly like Peak15 (reservations system)

Job Benefits

smarTours is an equal opportunity employer and offers:

Employment Type

Full-time

Job Location

Remote work from: USA

Date posted

July 19, 2021

Hiring organization

smarTours

Application

To apply for this position, [please click here to fill out the application.](#)

- A competitive salary based on experience, 401(k) eligibility and bonus plan
- Health insurance (cost subsidized by the company)
- 3 weeks PTO, plus 5 sick days and 11 holidays off annually
- Future travel opportunities for team building
- Room for growth and advancement at a growing, exciting travel company
- Opportunity to travel on a smarTours trip

Application

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