



Job Description: **Bookkeeper**

Summary Description:

Plymouth Grating Laboratory is seeking a bookkeeper to perform typical accounting functions in a manufacturing company, such as A/R, A/P, payroll, inventory, etc., as well as some additional functions in human resources and general office administration.



Expected Outcomes:

- Trustworthy execution of PGL's electronic bookkeeping using QuickBooks Desktop
- Professional and timely communication with PGL's vendors, customers, and employees
- Responsible execution of established procedures and documentation of any procedure changes

General Qualifications:

- Proficiency with generally accepted accounting principles (GAAP)
- Strong basic math, computer, and oral and written communications abilities
- Expertise with Microsoft Excel
- Flexibility and comfortable "wearing many hats"

Experience and Education:

- Experience with established electronic ledger systems, *including QuickBooks*, is required (minimum 3 years)
- Experience executing basic accounts receivable (A/R), accounts payable (A/P), and payroll functions is required (minimum 3 years)
- Experience with accounting functions in a manufacturing company is highly desirable
- Education: 2-year/associate's degree in accounting, business, or directly related field

Apply online at: plymouthgrating.com/about-pgl/careers