

BenchmarkPortal LLC Job Description

Job Title: Bookkeeper (paid intern)

Duties and Responsibilities include the following. Other duties may be assigned.

- Creates and send invoices
- Reconciles bank accounts
- Posts semi-monthly manual journals
- Assumes responsibility for the creation and registration of any external portals used for invoicing.
- Sends reminders and paid receipts to customers
- Works on collections of aged receivables when necessary
- Submits manual credit card payments through Authorize.net for specific clients
- Semi-monthly preparation of payroll and accounts payable
- Regularly checks bank account
- Assumes responsibility for completing commission sheets for commissioned colleagues
- Manages timesheets for hourly employees
- Manages Dun & Bradstreet profile
- Manages storage of Google Drive documents.

Qualifications:

The candidate must have successfully completed accounting courses at the college level and be on track for an appropriate accounting-related degree.

Math Ability:

Ability to calculate discounts, interest, commissions, percentages, etc.

Computer Skills:

Knowledge of Google Docs, Microsoft Word, Google Sheets, Microsoft Excel. Successful candidate will be instructed in use of company's accounting software, PaychexFlex, etc.

Education/Experience:

High school diploma or general education degree (GED), currently studying for accounting-related degree at the college level. Applicants who have already graduated are welcome to apply.

Knowledge, Skills, and Other Abilities:

- Time management
- Oral and written communication skills
- Professionalism and excellent work ethic

Work Environment:

The successful candidate will work from home.

Time Commitment:

The ideal candidate can dedicate 12-15 hours per week to this job, and will be flexibly available during normal working hours to issue invoices upon request.

Compensation:

Starting pay will be \$20 per hour.

Other:

BenchmarkPortal is a Santa Barbara-based company with over two decades of experience in the customer contact industry. Its offerings are respected by companies worldwide, including many in the Fortune 500. The team is very stable, friendly and collaborative. The successful candidate will have a comprehensive onboarding experience including one-on-one sessions and recorded videos. The outgoing intern is a recent UCSB graduate who has to leave for family reasons, but will be available to assist in training.