



**TITLE:** Bookkeeper

**POSTING DATE:** January 8, 2019

**APPLICATION DEADLINE:** January 31, 2019

**REPORTS TO:** CEO

**DEPARTMENT:** Accounting

**STATUS:** Nonexempt

### **COMPANY DESCRIPTION:**

At Funovation, we believe fun should be bright and play interactive. That is why we set out to create amusement attractions that require brain and brawn and have just the right amount of moxie to bring out the kid in us all. Our premier attraction, the *Laser Maze Challenge*®, invites players to “step into the game” and star in their own immersive, action-packed laser adventure. Our second attraction, *RAID*® (Rapid Alien Invasion Defense), challenges player to an interactive alien takeover challenge. Our latest attraction, *Omniverse VR Arena*, is an esports virtual reality attraction featuring 360-degree treadmills that encourages players to run in VR.

Since introducing the *Laser Maze Challenge* to the industry in 2007, we have installed attractions in over 400 locations and 29 countries. We are expanding our product lines and are looking to add a **Bookkeeper** to help us continue our rapid growth.

### **POSITION PURPOSE:**

The Bookkeeper is a key member of the team, responsible for the day to day transactional accounting. You will build the financial accounting foundation to produce complete, timely, and accurate financial statements. To be successful, the Bookkeeper must build and maintain positive relationships with clients, clients’ staff, co-workers, and managers.

### **RESPONSIBILITIES INCLUDE (BUT ARE NOT LIMITED TO):**

- Accounts Payable; pay bills online, approve payments, print checks, review invoices
- Accounts Receivable; send invoices, receive payments, make deposits
- Enter credit card and bank transactions
- Reconcile credit card and bank accounts
- Process ACH & EFT transactions
- Schedule wire transfers
- Perform collection duties
- Maintain customer and vendor lists
- Review employee reimbursement for process compliance
- Create and send monthly statements
- Retain physical and digital records

### **AD HOC RESPONSIBILITIES:**

- Create purchase orders for tools and office supplies
- Set up accounts and terms
- Maintain positive relationships with suppliers
- Review transactional data, reporting irregularities to manager
- Send 1099 and 1096 forms to IRS
- Maintain account access information and passwords
- Pull reports and perform ad hoc tasks as assigned by manager



**QUALIFICATIONS:**

1. Strong proficiency in Microsoft Excel and QuickBooks (required)
2. Entrepreneurial-team oriented with an excellent work ethic
3. Purchasing experience (a plus, not required)
4. Detail oriented and able to multitask
5. Thrives in high-energy, fast-paced environment
6. Strong desire to achieve personal and business goals
7. Interpersonal communication skills

**MATERIAL AND EQUIPMENT DIRECTLY USED:**

- o PC
- o QuickBooks
- o MS Word
- o MS Excel
- o Gmail

**COMPENSATION:**

- o TBD
- o Eligible for stock options

**SUMMARY:**

- o The Bookkeeper must “play well in the sandbox” and be able to interact with all areas of the company in order to accomplish the determined goals. The Bookkeeper relishes new challenges and takes pride in delivering quality results through strong work.

**TO APPLY:**

- o Email your resume, relevant qualifications, and anything else you’d like to share to [fun25@funovation.com](mailto:fun25@funovation.com).
- o Applications accepted on a rolling basis until January 31, 2019 at 5pm.