

Job Title: Bookkeeper
Location: Vicksburg Video, Inc., Vicksburg, MS
Department: Customer Service/Administrative
Reports To: Office Manager

SUMMARY

Records payments to customer's accounts and maintains accounts receivable records by performing the following duties and others as they are assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assures all company and customer monies are secured at all times.
Prepares daily cash deposits and fills out cash control sheet daily.
Balances cash drawers and records overages and shortages.
Exchanges small currency for larger currency in petty cash to assure adequate change is available for normal operations.
Assists Office Manager in assuring office complies with all company cash controls as required.
Enters finalized cash receipts and updates accounts receivable control sheet(s) and posts deposits and adjustments through billing system.
Encodes payment amount on checks before sending to bank for processing.
Enters daily deposit information to home office accounting department system.
Obtains and mails invoice copies for customers, as requested.
Files bank receipts.
Organizes and files day-end and month-end reports from AS400 on a daily basis in accordance with instructions from Office Manager.
Researches and processes customer claims of invoice payment.
Researches accounts receivable inquiries and follows up.
Calls and/or mails correspondence to customers as necessary in order to update accounts.
Relieves front counter position as needed.
Assists with related special projects, as required.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

One year certificate from college or technical school; or three to six months related experience and/or training; or equivalent combination of education and experience.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

OTHER QUALIFICATIONS

10-key by touch, minimum 300 characters per minute. Typing, minimum 30 wpm after corrections.

Successful candidate must pass random drug screenings throughout employment.

Please send resume to:

**Vicksburg Video, Inc.
Attn: General Manager
900 Highway 61 N
Vicksburg, MS 39183**

Or Fax To (601) 636-3797

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