

Pop-Dot

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Madison, WI 53703

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ENTRY-LEVEL BOOKKEEPER

PART-TIME OR CONTRACT

OVERVIEW

We're seeking an Entry-Level Bookkeeper whose primary strengths are: attention to detail, meticulous organization, some familiarity with data entry for billing, invoicing, accounts payable and accounts receivable, the ability to integrate and coordinate information from/to multiple sources, and an innate conscientiousness when it comes to getting the job done well.

Pop-Dot is a full-service marketing and advertising agency with business clients worldwide. Interestingly, this position doesn't require previous experience in this exciting and sought-after industry.

POSITION DESCRIPTION

The Entry-Level Bookkeeper is responsible for specific administrative functions relating to billing, invoicing, accounts receivable and accounts payable tasks. The position will begin with one-month of training by our Senior Bookkeeper on Pop-Dot's QuickBooks and Workamajig software as well as internal processes. Weekly, you'll work primarily with an Agency Director and Senior Bookkeeper to complete all A/R & A/P duties as defined in 'duties' below. This is primarily an onsite position, with expectations that you be onsite a minimum of two-days per week.

Pop-Dot is open to either a part-time employment agreement, or a contract worker agreement, for this position.

QUALIFICATIONS

- You must excel in the primary strengths listed in the first paragraph. In other words: communicating, organizing, seeing the detail, integrating information, and coordinating—these must be the modes in which you're the most comfortable.
- You must value the working relationships we have with our clients. Most are long-term, and we cherish that.
- You must value the working relationships you have with other team members. We are a tight-knit group that cares about the impact we have on each other.
- You must have working knowledge of Microsoft Excel.
- You must be able to write articulate and organized emails on behalf of the Agency.
- If you have or are in the process of obtaining a 2-year Associates Degree in Accounting or proven-and-verifiable success in the past, where these qualifications and strengths have been demonstrated, this puts you at the top of our candidate list.

DUTIES

- All duties associated with Accounts Payable and Accounts Receivable
- Entering vendor invoices into project management software
- Entering company receipts into project management software
- Coded entry of credit card charges
- Reconciling credit card charges

- Cutting checks and managing ACH payments
- Generating monthly invoices
- Sending invoices to clients
- Follow-up on outstanding dues
- Generating weekly and monthly reports
- Client billing
- Budget tracking

MORE BENEFITS OF WORKING AT POP-DOT

Should you become a full-time employee of Pop-Dot, you'll enjoy a full range of benefits, including a robust and competitive employment package which includes (but isn't limited to):

- Flex-Time Off
- Paid Holidays
- Health Insurance
- Dental Insurance
- Eye Insurance
- 401k Employer Match
- Financial Planning Services
- Covered, Garage Parking
- And more

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Pop-Dot is located in downtown Madison, WI, on the 4th floor of the shiny-and-oh-so-new SPARK Building. This building boasts spectacular views of the Wisconsin State Capital building, rooftop access, a cafeteria, as well as a variety of shared and collaborative workspaces.

APPLY IF YOU QUALIFY

To apply, please email your resume to careers@popdot.agency