



## **Bookkeeper**

**Department:** Accounting

**Reports to:** Controller

**JOB SUMMARY:** We are looking for a skilled Bookkeeper to maintain our financial records, including sales, receipts and payments.

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Since 1936, Lovell Safety Management has been the leader in the NYS workers' compensation safety group insurance market. Known for our excellence in service, our staff makes the complex easy for our broker partners and customers. Lovell's teams of underwriters, safety, and claims professionals give businesses access to the expertise they need to control their NYS workers' compensation costs. Lovell professionals manage claim outcomes and reduce the potential for future injuries, resulting in premium savings.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Lovell is looking for an experienced Bookkeeper to join the team.

- Support with all bookkeeping duties, as well as business administration.
- Oversee and keep track of receivables and payables.
- Process Accounts Payable - review, code, and process payments.
- Record day to day financial transactions and complete posting process.
- Conduct reconciliation of accounts on as needed basis.
- Perform accounts receivable functions including billing, deposits, collections, and revenue recognition.
- Assist with processing quarterly and annual commission payments.
- Assist with preparing financial reports through collection, analysis, and summarization of data.
- Prepare weekly cash flow and balance summary for management.
- Assist with reconciliations for month end close.
- Perform year / month end, accruals, payroll, bank recs, fixed assets, adjusting journal entries, depreciations, etc...
- Work with outside accountant as needed.
- Manage leased vehicles including leased vehicle inventory, DMV documentation and insurance coverages.
- Maintain vendor profiles in SAGE 100 / MAS 90.
- Research and resolve vendor payment discrepancies.
- Manage client invoices and classifications, save payment documents, checks and all other relevant information in (SAGE 100 / MAS 90) for and from vendors and clients.

- Use internal systems to organize, store and archive all legal and financial documents.
- Assist with annual business reporting on profit and loss.
- Maintain and organize weekly, monthly, and annual financial reports and management reports.
- Work alongside the controller regarding payroll.
- Assist with collection activities as required.
- Other ad hoc duties as required.

## **QUALIFICATIONS:**

### **Education, Certification**

- Bachelor's Degree (BA/BS) preferred.
- Public Accounting a plus – not required.

### **Experience Required**

- Minimum 3-5 years' experience

### **Requirements:**

- Previous proven experience in a similar Bookkeeping/ Accounting role is required.
- Knowledge of business operations and administration.
- Data entry skills and a knack for numbers.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Computer literate and confident using Microsoft Office Suite.
- High degree of accuracy and attention to details.
- Knowledge and experience using SAGE 100 / MAS90 is helpful.
- Basic Knowledge of Cybersecurity and Financial Fraud Prevention Techniques
- Strong interpersonal and communication (both verbal and written) skills.
- Demonstrated problem solving and analytical skills.
- Strong interpersonal skills with the ability to work in teams and individually.
- Strong organizational skills with the ability to work within tight timeframes and meet strict deadlines.
- Must have good computer skills and be proficient with Microsoft Office, Word, Excel, and Adobe.
- Must be able to provide excellent customer service.
- Ability to maintain the confidentiality of highly important and sensitive information.

*The statements herein are intended to describe the general nature and level of work performed by employees and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the sole discretion of Lovell Safety Management. All employment with Lovell Safety Management is of an at-will nature. Lovell Safety Group is an equal opportunity employer and complies with applicable worker and workplace employment laws and regulations.*