



POSITION Bookkeeper / Office Manager

mk Solutions Inc., is an innovative company that specializes in providing library solutions including complete RFID systems, automated materials handling equipment, and book dispensing units to the library market. We are currently seeking full time Candidates to join our team as we expand in the US and Canadian markets.

Our ideal candidate will be organized, ambitious and self-motivated. We are looking for an experienced team player that is willing to work independently and with the team when needed. Candidates that apply should have a strong understanding of business concepts and strategies and good communication skills, attention to detail and enthusiasm to succeed.

RESPONSIBILITIES INCLUDE (BUT NOT LIMITED TO)

- Must be well-versed in QuickBooks (QB), to include creating invoices and sales orders, posting payments, balancing inventory, and reconciliation of expense reports
 - Manage QuickBooks (QB) entry and upkeep of invoices, receivables, inventory, payables, and related bookkeeping
 - Record incoming checks and wire transfers
 - Enter invoices for new projects and update ongoing jobs.
 - Manage relationships with vendors, service providers, and landlord, ensuring that all sales are entered, invoiced timely, and the QB files maintained
 - Maintain on-site and QB inventory
 - Recording daily transactions in QB to ensure the Company's books are up to date
 - Accounts Payable/Accounts Receivable including contacting customers with overdue invoices
 - Create and maintain customer and vendor invoices and purchase orders
 - Create and order parts for service (RMA's) and projects

- Coordinate international and domestic transportation and logistics
- Responsible for registration of Federal and State licenses and certifications when needed
- Maintain necessary insurance certificate and process customer requests for COI's
- Update internal databases to keep precise and accurate record
- Note Taking/meeting minutes for team meetings
- Management/Coordination of the York Office to include Service Technicians
- Provide pick lists, packing lists and shipping documentation when needed
- Coordinate work times to ensure the office is staffed properly
- Work with Project Management to ensure coverage of installations as well as office coverage
- Provide documentation for payroll via the technician's hourly timesheets

REQUIREMENTS

- Minimum of 1-3 years' experience in Accounting/Finance
- Strong written, verbal, reporting, communication, and organization skills
- Ability to prospect, build strong relationships, problem solve and think outside the box
- Ability to juggle multiple accounts and tasks
- Must be self-motivated and able to work both independently and with teammates, prioritize work, complete assignments timely and maintain a professional manner in a fast-paced, ever-changing environment.
- Must be available 40 hours per week in the office
- Must be able to work independently



- Must have a solid administrative and business background.
- Must be fluent working with Word, Excel, PowerPoint, Gmail, Google Drive, and Adobe experience.
- Must have QB Manufacturing and bookkeeping experience (or similar)
- Excellent time management and organizational skills and ability to multitask and prioritize work with attention to detail, and problem-solving skills
- Previous experience with manufacturing and QB Manufacturing/Enterprise version preferred
- Comfortable with bill collections
- Coordination/Management of office operations and personnel a must!
- Strong computer skills (Word, Excel, PowerPoint, etc.) a must
- Google Suite and Salesforce experience a plus

BENEFITS

Benefits package including health insurance with a HSA account, dental, vision, overtime, and 401k

MK'S ONLINE JOB APPLICATION

Interested candidates should complete mk's online [mk job application](#) after completing the application and you would like to follow up, applicants can email jobs@mksolutions.com