

Bookkeeper/Business Officer

Description:

CBD College is a non-profit, Private Post Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for an experienced **Bookkeeper/Business Officer**.

Only accepting highly qualified candidates with extensive prior experience.

*This is a **Full Time** position.*

Responsibilities Include:

- Record checks payments and prepare bank deposits
- Enter and properly code accounts payable and process/record credit card transactions
- Process vendor payments in a timely manner, mailing checks
- Inputting reimbursable expenses and billing accordingly
- Make sure that all office related expense bills are paid in a timely manner
- Creation and maintenance of student payment plans in school's database
- Accepting and recording student payment

Required Skills:

- Extremely proficient in QuickBooks and Excel
- Working knowledge of Salesforce preferred but not required
- Previous data entry/bookkeeping experience
- Excellent computer skills
- High attention to detail, highly organized
- Excellent communication skills
- Ability to maintain confidentiality
- Ability to take initiative and problem solve

Salary: DOE