



Bookkeeper/Accounts Receivable Clerk

Keystone Aerial Surveys Inc. a thriving, growing organization and leading airborne data acquisition company seeking a full-time **Bookkeeper/Accounts Receivable Clerk** at our headquarters in Philadelphia, PA.

The function of the Accounts Receivable Clerk is to manage the receipt and accounting of funds being paid to the company. This role also serves as an auditor, ensuring proper accounting procedures are followed to account for the receipt of payment for goods and services completed by the organization. This role works very closely with the A/P and Payroll Clerk reporting to the CFO.

Qualified applicants must have:

- 3-5 years' experience with one or a combination of the following:
 - Accounts Receivable (applying customer payments, payment discrepancy resolution, managing credit card payments/credits, account adjustments, deposit management)
 - General Accounting (record, balance and deposit payables, receivables and billing; expense tracking against budgets; petty cash and payroll processing)
 - Bookkeeping (Maintain a computerized accounting software, journal entry and ledger maintenance, file maintenance, management of debits/credits/vouchers/expenditures, profits and losses.
 - Accounts Payable (prepares and audits all invoices prior to payment; vendor inquiry point-of-contact, maintain all payable reports, spreadsheets, reconciliations, files)
- experience with the preparation and management of financial audits, reporting, monthly closings, reconciliation and file management
- strong, proven technical and/or computer skills (preferably keen excel skills) showing ability to learn advanced software/programs
- the ability to lift 20 pounds intermittently; sit for long periods of time (8-10 hours/day)
- strong problem-solving analysis, communication skills, both verbal and written with strong attention to detail.
- A proven history of demonstrating confidence, professionalism, high self-motivation, and solid decision-making ability

Education:

- Required: High school diploma or equivalent
- Preferred: College degree in Accounting

Compensation: *Starting \$18.00 - \$20.00/hour (depending on experience)*

Benefits:

- Healthcare coverage (including medical, dental, vision & prescription)
- 401(k) with employer match after one year of service
- Paid Time Off

To apply, send a cover letter and resume to resume@kasurveys.com

Keystone is an Affirmative Action/Equal Opportunity Employer. Qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.

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