



Bookkeeper

The Bookkeeper position maintains and records business transactions, balances ledgers, reconciles accounts, and prepares financial reports and supporting schedules for assigned entities.

ESSENTIAL JOB FUNCTIONS:

Essential duties may include, but are not limited to the following:

- Develop and maintain an ongoing professional relationship with assigned Licensees
- Prepare monthly financial statements and reports accurately and timely for 13 or more assigned stores
- Update all Balance Sheet accounts and schedules
- Reconcile bank accounts and prepare general ledger reconciliations
- Process accounts payable and maintain relevant check registers
- Enter journal entries and perform month end closing
- Prepare and file sales tax returns
- Assist in preparation of 1099's for assigned stores
- Prepare appropriate schedules and reports as requested by clients or managers
- Receives minimal direction and uses knowledge and experience to exercise independent judgment
- Relies on experience and judgment to plan and accomplish goals
- Process or prepared more complex or technical financial accounting documents, including special projects
- Communicate with supervisor, co-workers, licensees, and others in a courteous and professional manner
- Shows initiative in a positive "can do" attitude
- Follow all bookkeeping procedures and guidelines set up by management
- Conforms with and abides by all regulations and policies in the Zaxby's Franchising LLC handbook
- This job description in no way states or implies that these are the only duties to be performed by the employee(s) in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties to meet Zaxby's Franchising LLC's needs.

QUALIFICATIONS:

- Enhanced understanding of accounting principles
- Advanced knowledge of standard concepts, practices, and procedures within the accounting field
- Proficiency in Word and Excel
- Experience using accounting software
- Excellent organizational skills and time management
- Excellent written and verbal communications
- Able to maintain confidential information
- Work well in team environments
- Above average attention to detail, initiative, and problem solving skills
- Ability to multi-task multiple priorities and deadlines

Zaxbys Employee Handbook

**Susan Kemp, California Chamber of
Commerce**

A red circular graphic with a gradient, appearing as a partial circle or a thick arc, located to the right of the text box.

Zaxbys Employee Handbook:

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Koch, 1998-11-01 **Complete Employee Handbook** Michael A. Holzschu, 1996 This concise yet comprehensive reference helps employers responsibly and effectively deal with the basic personnel issues they face each day It guides employers in the development of a cohesive personnel program that is tailored to meet their companys unique needs and goals Michael

Holzschu explicates potentially confusing matters such as employment at will equal opportunity sexual harassment the disabled and immigrant and legal alien workers in lay terms and points out the dangers of oversight Stressing the importance of consistency and documentation he addresses the full range of personnel issues Employee Handbook and Personnel Policies Manual Richard J. Simmons,2023 The Employee Handbook Kit Roger B. Jacobs,Cora S. Koch,1998-01-01

Create Your Employee Handbook Fast and Professionally Paul M. Connolly,1989 **Create Your Own Employee Handbook** Lisa Guerin,Amy DelPo,2007 Lets you cut and paste standard policies into your own employee handbook modifying them as needed Sarasota Herald Tribune You don t have shell out big bucks to a professional handbook developer Instead turn to the pages of Create Your Own Employee Handbook EntrepreneurialConnection com Has all the information and advice you ll need to clearly communicate your firm s policies and procedures Accounting Today **Employee Handbook** ,2009 **Employee Handbook** Scott D. Rechtschaffen,Susan Kemp,California Chamber of Commerce,1997

How to Prepare and Write Your Employee Handbook Edward M. Anson,1984 **The Complete Employee Handbook Made Easy** Jim Collison,1997 **Employee's Handbook** Pratt & Whitney Company,1943 *Employee Handbook* Susan Kemp,California Chamber of Commerce,2004-01-01 Employee Handbook Scott D. Rechtschaffen,Garry G. Mathiason,Jeffrey M. Tanenbaum,Melanie Wiegner,1992

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