



Part-Time Bookkeeper Assistant

About our company

ORIIN STONE, located in New Hope, MN, is known for innovation. Servicing the high-end architectural, landscape design, building, and interior design trades, ORIIN is a leading natural stone wholesaler and fabricator with the area's most extensive selection of high-quality imported and domestic stone offerings. Because of our team's ability to meet our client's highest standards, our company continues to grow in an exciting direction.

To drive continued success, we have created a new part-time position for a Bookkeeper Assistant to join our team. This position will have the responsibility of supporting the organization's accounting department. The Bookkeeper Assistant will complete day-to-day accounting and administrative tasks such as journal entries, processing invoices, receivables and payables, basic data entry, and filing.

If you seek an exciting opportunity with a company that will generously reward your efforts and encourage your advancement, we hope to hear from you.

Essential Job Functions:

- Basic data entry.
- Assist with A/R, which includes creating and sending invoices/statements and follow up on past due invoices/accounts, etc.
- Assist with A/P, which includes entering bills and submitting checks for review.
- Credit card reconciliation.
- Filing.
- Other duties as assigned.

Qualifications

- Strong multi-tasking skills, organizational skills, problem-solving skills and analytical skills: ability to manage priorities and workflow.
- Ability to deal effectively with a diversity of individuals at all organizational levels.
- Must conduct business with the highest level of integrity, valuing honesty and respect towards all.
- High attention to detail and follow through.
- Team-oriented focus.

- Proficiency with basic Office software programs and the ability to learn our proprietary software with training.

Education and Experience:

- Associate Degree or Equivalent or Bookkeeping – 1 year or more.

ORIJIN STONE offers highly competitive compensation. Our culture values integrity, enthusiasm, initiative, inspiration, and strong working relationships. We foster and promote a collaborative work climate conducive to employee recognition and growth.

For more information about our firm, visit our website: www.ORIJINSTONE.com. You can also find us on HOUZZ, Facebook, and Instagram. To apply, please send your inquiries and resume directly to: [hiring@ORIJINSTONE.com](mailto: hiring@ORIJINSTONE.com).