

Position: Book Keeper

Company: Buttar.com

Department: Marketing

Posted: August 17, 2010

Buttar.com is seeking a Book Keeper. Buttar.com is a leader in sports marketing in the southeast region with a track record of producing, timing, managing and supporting over 180 events in the last 7 years.

Events produced by Buttar.com include Orlando Xtreme Half-Marathon, Wildman Triathlon Festival, Orlando Triathlon at Baldwin Park, Moss Park Forest Run, Moss Park Triathlon Festival, Orlando Women's Triathlon and many others. Our team currently produces over 15 events a year benefiting the overall health of Central Florida. We are seeking a creative problem solver with an eye for details.

Job Responsibilities

- Enter transactions (account and class).
- Reconcile accounts.
- Process inter company transactions.
- Manage payroll processing and returns.
- Pay bills.
- Process deposits.

Qualifications

- BA / BS degree preferred
- Minimum 2 years experience in related field
- Discipline, strong interpersonal skills and an effective communicator
- Highly organized and detail oriented
- Highly proficient in Quickbooks
- Flexible team player, able to adapt to change
- Must be highly motivated and able to take initiative

Application process

1. Submit cover letter, resume, references and salary requirements electronically to buttarsupport@gmail.com
2. Visit <http://www.buttar.com/jobs/index2.htm> and fill out the personality profile.
3. Qualified candidates will be contacted for a phone interview.

Please note: incomplete responses will not be processed.

No phone calls please.