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POSITION OPENING SOON

• *Bookkeeper – AVAILABLE MID OCTOBER*

We are searching for an individual with outstanding organizational skills who can help build and maintain a strong relationship with our vendors, customers, and employees. This is a year round position perfect for someone who enjoys a challenging, diverse, and active work environment. Average 18 to 24 hours per week required on-site, during normal business hours – flexible schedule. Pay is dependent on job functions mastered and managed – salary range \$18,000-22,000 per year.

Desirable Attributes:

- Acute attention to detail and organization
- Reliable, honest, thorough and prompt
- Maintains transparency in work practices and seeks help when needed
- Able to manage and prioritize multiple responsibilities
- Self-Motivated and committed to personal growth
- Learns quickly and continuously improves work practices
- Solves problems and learns from mistakes
- Interacts well with others and is committed to the success of the team
- Communicates effectively through all mediums (phone, email, face-to-face)
- Positive attitude

Desirable Experience:

- Fundamental understanding of accounting concepts
- One year experience working in Sage Business Works or other accounting software
- Experience with MS Office Products (Excel) and Google Drive Applications
- One year work experience in a retail or similar environment
- Experience operating and navigating POS software

Job Functions: Primary roles include maintaining accounts payable, daily cash drawer reconciliation, accounts receivable maintenance, credit card statement reconciliation, maintaining office supplies stock, and general filing/organization tasks. Upon successful management of these functions, additional responsibilities may be available (accompanied by commensurate wage increases).

This position is primarily office-based with some activity both on and off site. Reliable transportation and valid driver's license required.

Please complete the online application at
<https://www.surveymonkey.com/r/KMSBOOKKEEPER>