



## **JDJ Family Office Services Administrative Bookkeeper**

### **COMPANY OVERVIEW - [www.jdjfos.com](http://www.jdjfos.com)**

JDJ Family Office Services is an administrative multi-family office created in 2001 to serve affluent individuals and families. JDJ was founded on the premise that as wealth increases, so does the volume of day-to-day financial and administrative responsibilities. JDJ simplifies the lives of our clients by managing these responsibilities for them, offering a variety of high-end, confidential, customized, customer-focused services performed by professionals who have an expertise in both finance and administration.

Our services include personal accounting and net worth reporting; budgeting and cash flow planning; bill paying and expense reporting; tax planning coordination; investment and balance sheet administration; trust and estate administration; and lifestyle management.

### **JOB DESCRIPTION & RESPONSIBILITIES**

The Administrative Bookkeeper supports the client service teams by assisting in the accounts payable process in an accurate and efficient manner. The Administrative Bookkeeper works closely with the members of various client teams to ensure accurate client-specific accounting, primarily accounts payable.

Responsibilities include:

- Accounts Payable responsibilities, including:
  - Aggregate bills from various sources, including web, public folder, mail and email
  - Scanning, notating, and filing of all bills
  - Input bills into QuickBooks
  - Follow up on past due balances and missing invoices
- Download, input, categorize, and reconcile credit card activity in QuickBooks.
- Download, input, categorize, and reconcile non-bill pay bank account activity in QuickBooks.
- Scan other financial documents as required.
- Manage list of charitable contribution letters and client subscriptions for assigned clients.
- Run check register or other simple reports, as requested.
- Maintain organized electronic client files.
- Administrative duties include copying, scanning, making deposits, mailing checks, faxing, and binding reports.
- Prepare outgoing deliveries (FedEx, messenger service etc.) and certified mail.
- Assist with other corporate or client administrative projects.

### **JOB REQUIREMENTS & QUALIFICATIONS**

- High School Diploma. Bachelor's or Associate's Degree preferred.
- 1-2 years prior accounts payable or administrative experience preferred.
- Experience with double-entry accounting systems, particularly QuickBooks, is strongly preferred.
- Computer literacy is required, including proficiency in all Microsoft Office programs, particularly Excel.
- Ability to interact with vendors in a professional manner.
- Adhere to high confidentiality and fiduciary standards.
- Strong attention to detail and accuracy.
- Ability to organize, prioritize, and execute successfully in a fast-paced environment.
- Follow-through on all deadlines and commitments.
- Desire to participate in and contribute to the growth of a small company.

### **CONTACT**

Submit resume, cover letter and salary requirements to [hr@jdjfos.com](mailto:hr@jdjfos.com). No phone calls, please.

### **EQUAL EMPLOYMENT OPPORTUNITY**

JDJ is an equal opportunity employer. Qualified applicants are considered for employment without regard to age, race, color, sex, marital status, religion, creed, ancestry, national or ethnic origin, physical or mental disabilities (as defined in the Americans with Disabilities Act), sexual orientation, or gender identity.