



## Part-Time Bookkeeper

### Overview:

Velociteach is a Kennesaw-based project management training company. We provide training services and products focused on project management certification and best practices. Velociteach offers innovative and high-impact live and mobile learning classes on the Project Management Certification (PMP) that lead the industry. In 2016, Velociteach launched **Manage This** – the podcast by project managers for project managers. In 2 years, nearly half a million listeners have tuned in.

This position presents an ideal opportunity for someone desiring part-time work, flexible hours, and valuable experience in a dynamic, professional environment.

### Responsibilities:

- Reviewing expense reports from employees and vendors to ensure they align with corporate policies.
- Categorizing revenues and expenses according to our chart of accounts.
- Making deposits of received checks to the appropriate bank account using mobile tools.
- Using QuickBooks accounting software to perform basic bookkeeping.
- Scheduling appropriate payments and reimbursements to employees and vendors.
- Running predefined reports in QuickBooks from time to time for the appropriate, requesting manager.
- Other related duties as assigned by management.

### You Should Apply if:

- You enjoy working with numbers and have knowledge of accounting and/or finance.
- You are willing and able to work between 10 and 20 hours per week from our offices in the Chastain Road, Kennesaw area.
- You want to gain valuable experience in a professional environment working with a variety of software applications.
- You are detail-oriented.

### Compensation and Benefits:

- Flexible work hours within normal business hours (7:00 a.m. – 7:00 p.m. Monday – Friday).
- A competitive hourly wage, commensurate with qualifications.
- Opportunity to work with leading project management instructors and thinkers.
- Opportunity to make a difference in a growing company.

Velociteach combines intense energy and a very friendly and casual work environment with an opportunity to contribute to the overall success of the company.

Interested parties are invited to apply with resume and qualifications to [careers@velociteach.com](mailto:careers@velociteach.com)