



Full Charge Bookkeeper

Dark Storm Industries is a firearm manufacturer specializing in the development and production of modern sporting rifles for the consumer market. DSI produces approximately 5000 firearms per year from our CNC manufacturing and assembly facilities located in Merritt Island FL and Oakdale, NY.

Location: Merritt Island, FL

Schedule: Flexible; Part Time (16-24 hours per week) – possible growth to full time position in the future

Required Skills:

- Significant Experience with Quickbooks Desktop (Enterprise)
- Experience with Quickbooks Payroll, In-House Payroll and Related Tax Filings
- Strong knowledge of MS Excel
- Detail Oriented
- Ability to multi-task in a fast paced environment
- Strong verbal and written communication skills

Responsibilities:

- Adjust and Improve GL Account List to Maximize Efficiency and Analysis
- Accounts Payable – match invoices and packing slips, dispute price, qty, part discrepancies, prioritize payments based on discussion with management, issue checks or process ACH debit or credit.
- Vendors – submit credit applications, negotiate credit limit increases / term changes
- Accounts Receivable - invoice creation, generate and email monthly statements and handle collections.
- Customers- manage credit applications, request references, and adjust credit limits
- Cash Flow – Perform daily bank reconciliation and update cash flow spreadsheet with 2 week look ahead
- Sales Tax – calculate sales tax obligation and process payment
- Journal Entries – Post journal entries for depreciation, loans, interest, etc.
- Payroll – Import / enter hours. Make manual adjustments as needed. Manage PTO hours / credits / debits. Generate weekly pay checks and or ACHs. Post Weekly and Quarterly Payroll Tax Returns.
- Medical – Process weekly payroll deductions. Facilitate annual open enrollment forms and other required paperwork
- Audit – compile payroll data for annual workers comp. Compile sales data for annual GL insurance renewal and audit.
- Filing – Categorize and file invoices, payroll, etc.
- Other administrative duties assisting executive management

Job Requirements:

- Candidate must be 18 years or older
- Candidate must have reliable transportation
- Candidate must be able to pass criminal background check
- Candidate must have no felony or serious misdemeanor convictions
- Candidate must be able to pass drug screening
- Candidate must NOT be prohibited from possessing a firearm

To apply:

Please send your resume and cover letter to Jobs@dark-storm.com. Please include the position you are applying for and note that the location is for Florida (Merritt Island).