



Office Administrator / Bookkeeper

JanRain has a unique part-time opportunity for a self-starter who is looking for a diverse work experience and the potential for a full-time opportunity. The ideal candidate has a degree in business/accounting, along with some relevant experience in bookkeeping and office administration.

JanRain is an early stage growth company with products and services that enable websites to gain significant benefits by embracing third party identity solutions such as OpenID, Facebook Connect, Sign in with Twitter, MySpaceID, and other API-driven solutions. The Office Administrator / Bookkeeper will be tasked with general office tasks and bookkeeping duties.

Responsibilities:

Bookkeeping

- Entering and paying vendor bills
- Downloading and categorizing corporate expenses and expense reports
- Bank account reconciliation
- Payroll
- Issuing expense reimbursements
- Creating and emailing invoices
- Tracking accounts receivable and collections
- Monthly and quarterly reporting

Office Administration

- Filing
- Travel scheduling assistance
- Customer and partner visit coordination
- Ordering team lunches
- Collect and sort mail
- Pick up and organize office as needed
- Order office supplies

Qualifications:

- Proficient with QuickBooks Pro, Microsoft Office (Word, Excel)
- General understanding of GAAP concepts
- Degree in business/accounting and holding a Certified Bookkeeper designation is a plus
- Strong organizational and time management skills.
- High level of energy, efficiency and flexibility

Send your resume/blog/linkedin/twitter to jobs@janrain.com