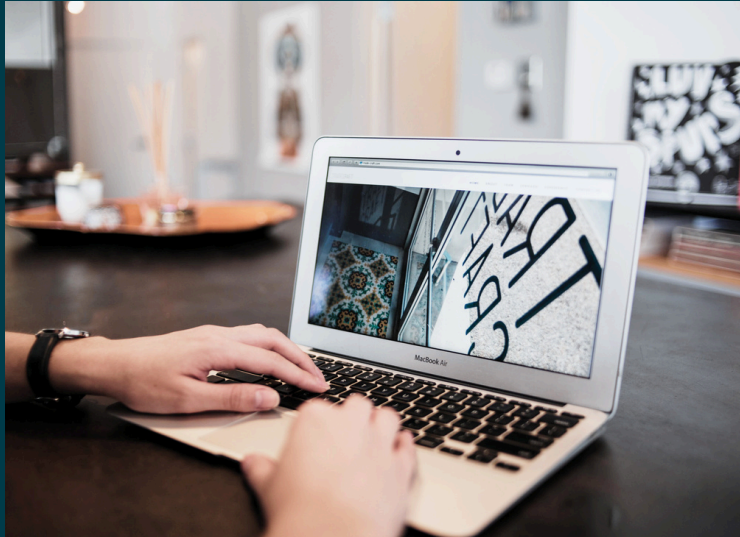


TRADECRAFT

ADVERTISING • DIGITAL • PUBLIC RELATIONS



FULL-TIME BOOKKEEPER



OVERVIEW

We are a fast-paced, creative media agency seeking a dependable and detail-oriented Full-Time Bookkeeper to manage our day-to-day accounting and financial operations. This role is responsible for the full accounting cycle—from invoicing and reconciliations to month-end reporting and payroll processing. While the role carries significant financial responsibility, it does not include authority to sign checks. The ability to initiate payments is also essential with managerial support.

JOB DUTIES

- Maintain the general ledger and post all journal entries accurately and in a timely manner.
- Reconcile all bank and credit card accounts daily – as keeping all banking accounts in good standing (no overdrafts) is critical.
- Process accounts payable and accounts receivable, including vendor bills, client invoicing, and payment tracking and anticipate if there is a chance that we may need to move funds between accounts to prevent any overdrafts.
- Ensure proper coding of expenses by client, department, or campaign as appropriate.
- Support monthly close and generate financial statements, including Profit & Loss, Balance Sheet, and Cash Flow reports.

QUALIFICATIONS

- 3-5 years of bookkeeping experience, preferably in a creative or service-based business.
- Proficient in QuickBooks Online and Excel.
- Working knowledge of tax compliance.
- Experience in payroll administration and benefits tracking.
- Exceptional attention to detail, time management, and discretion with confidential data.

PAYROLL & BENEFITS COORDINATION

- Process bi-weekly payroll in coordination with external payroll providers.
- Track paid time off (PTO), benefits contributions, and employee reimbursements.
- Submit tax notices and wage changes to payroll vendor as needed (including property, payroll, income, sales, and franchise taxes).

BENEFITS

- Competitive salary based on experience
- Health insurance
- 401(k) with company match
- Paid time off and holidays
- Opportunity to grow with a mission-driven, collaborative team

INTERESTED?

PLEASE SEND YOUR RESUME TO:

CHECK US OUT ONLINE AT:

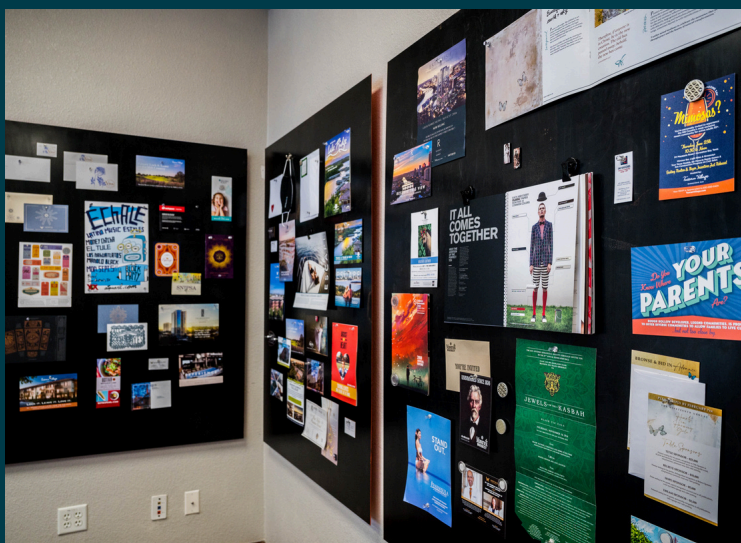
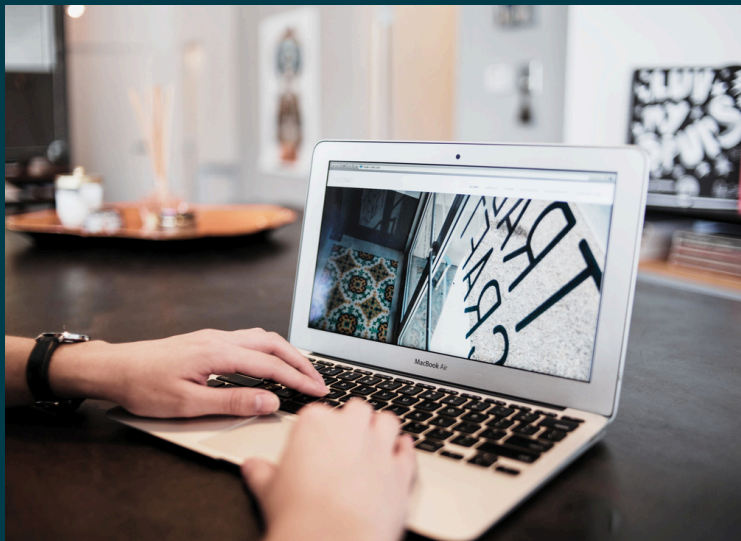
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AGENCY-SPECIFIC SUPPORT

- General office manager duties including working with external IT team for phone/hardware support, maintaining supplies and greeting visitors.
- Collaborate with project managers to align financial data with client projects and budgets.
- Reconcile revenue reporting between Function Point (or equivalent CRM/project management tool) and QuickBooks Online.
- Provide onboarding/offboarding support to new/departing employees.

LIMITATIONS OF AUTHORITY

- This role does NOT include the authority to sign checks or initiate outgoing payments.
- All disbursements must be reviewed and approved by designated leadership or authorized signers.

PREFERRED CERTIFICATIONS/SKILLS

- Background in an advertising, marketing, or creative agency environment.
- Familiarity with Function Point or similar project management/accounting integration tools and QuickBooks Online.
- Understanding of job costing, project profitability, and client billing structures.

COMPLIANCE & REPORTING

- Ensure timely filing of sales tax, franchise tax, and federal tax payments (prepared for review and execution by authorized signers).
- Prepare and support 1099 filings and year-end reporting.
- Maintain organized financial documentation in accordance with audit and regulatory standards.

ABOUT TRADCRAFT

TradeCraft is a full-service advertising and communications firm that specializes in creating unique solutions that deliver results. With offices in San Antonio and Austin, we are a carefully curated team of subject matter experts offering novel solutions based on learned practices, past performance, and trade knowledge.

Our day-to-day is focused on developing marketable strategies for the distribution of engaging content across a multitude of channels. We are makers, strategists, project managers, graphic designers, public relations professionals, copywriters, user experience specialists, engineers, media buyers, traffic & print production managers.

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