

## **Office Manager/Bookkeeper:**

Cybel is a high tech company in photonic industry. We are looking to fill the position of Office Manager/Bookkeeper at our Bethlehem, PA location. Cybel distributes and manufactures photonic products for industrial, medical, research and defense markets. We are looking for people to be part of the Cybel team and to help them achieve their professional goals. They can add their expertise and knowledge to our staff for Cybel's continuous growth and success.

### **Primary Responsibilities:**

- Represent the company in a professional manner in all dealings with our customers and suppliers.
- Accounts Payable:
  - Input in a timely and accurate manner all receiving documents and vendor invoices into Quickbooks accounting software.
  - Process purchase orders and track orders.
  - Maintain files.
- Accounts Receivable:
  - Invoice customers.
  - Keep track of customer payment due dates.
  - Input into Quickbooks customer invoices and payments.
  - Maintain files.
- Monthly reconciliation of bank and credit card statements.
- Work with various financial statements and review with management.
- Answer phones and direct to correct person.
- Handle all paperwork and packaging for incoming and outgoing shipments.
- Work with personnel at our other locations.
- Ability to work independently and as part of a team.
- Maintain confidentiality on all aspects of the job.
- Maintain and handle employee files and records.
- Help with travel plans of various personnel and coordinate schedules.

### **Qualifications:**

- This position requires the employee to be a U.S. Citizen or a U.S. Permanent Resident.
- Proficiency in Microsoft Office Suite and Quickbooks Accounting.
- Have the ability to multi-task, be attentive to details and accuracy.
- Excellent written and verbal communication skills.
- BS degree in Accounting/ Finance or Business, AS degree and some office experience.

Salary is negotiable depending on experience and education.

Please send us your cover letter and resume to [hr@cybel-llc.com](mailto:hr@cybel-llc.com).