

Home Depot Bookkeeper Job Description

- Updates general ledger accounts
- Reports sales taxes collected to the appropriate state agencies
- Timely remittance of product sales taxes to states
- Reviews and analyses errors in journal entries before posting them
- Performs treasury functions including acquisition of money, repayment, interest calculation, etc.
- Supports the company through effective and efficient management of accounts payable and receivables
- Balances the day-to-day cash receipts with purchases or payments made in cash or with check to verify accuracy of accounting records
- Confirms accuracy of financial reports to supervisors by checking numbers on reports with those on supporting documentation
- Types into the company's electronic cash register for each product purchased to record details such as product number, quantity and price.