



GREEN POINT RESEARCH

PROFESSIONAL STAFF JOB DESCRIPTION

Introduction

In support of the performance evaluation process at Green Point Research (“GPR”), we have developed a job description for the staff to ensure a common understanding of the performance expectations within the company. The communication of clear job description allows staff to better manage their job duties and enhances the ability of management to make fair performance evaluation, compensation, and promotion decisions.

The managers prepare job descriptions, existing job descriptions are also reviewed and revised to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities. All employees will be expected to help ensure that their job descriptions are accurate and current, reflecting the work being done. Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned, as necessary. Contact management/human resources if you have any questions or concerns about your job description.

Role

Amended Effective Date: 1/6/22

Green Point Research Receptionist/Bookkeeper at the Cannabis Center of Excellence located in Jasper, FL will consist of the following duties but not limited to what is noted below:

RESPONSIBILITIES INCLUDE:

- Inventory of office supplies
- Customer Service inquiry tracking from incoming phone calls, emails, and other company systems
- Greet guests at the office
- Open and scan incoming mail into appropriate company systems
- Receive incoming packages and log information and distribute to correct companies’ units
- Manage the Paid Time off reporting and compliance
- Handle employee expense report gathering and documentation
- Handle Hourly Payroll compiling and documentation
- Outgoing mail drop off to the appropriate mail carrier
- Assistance with database tracking and reporting
- Manage bookkeeping duties via QuickBooks
- Ensure that AP and AR accounts are accurate and up-to-date
- Facilitate weekly and monthly accounting reports for C-Suite
- Receive and enter incoming invoices via email.
- Record payments made to and from the company
- Create and distribute invoices as requested

**Job descriptions are not intended to be all-inclusive. Other responsibilities may be assigned.



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REQUIREMENTS:

- High school diploma or relevant work experience.
- Prior experience as a bookkeeper or in related field.
- Consistent, professional dress and manner.
- Excellent written and verbal communication skills.
- Competency in Microsoft applications including Word, Excel, and Outlook.
- Competency in QuickBooks.
- Good time management skills.
- Ability to read and interpret written work orders.
- Able to contribute positively as part of a team, helping with various tasks as required.
- Excellent critical thinking and organizational skills.
- Not afraid to ask questions and receive constructive feedback.
- Optional
 - o Photography interest and photo editing skills

TIME NEEDED

- 40 hour per week onsite at the Company location

PAY

- \$15 per hour with pay and benefits review after 90 days