LAMBDA
AUDIO VISUAL

Bookkeeper & Purchasing Coordinator

Lambda Audio Visual | Colorado Springs, CO | Part-Time, 15–20 hours per week

About Lambda

At Lambda Audio Visual, we design and integrate audio, video, and lighting systems that help schools, churches, and organizations create powerful environments for learning, worship, and events. We were founded on a simple belief: the A/V industry can do better. We build long-term partnerships with our clients, deliver work with no surprises, and take ownership of every detail. Behind every great install is a team that keeps orders, vendors, and finances running smoothly — and that's where you come in.

The Role

We're looking for an organized, detail-oriented, and friendly Bookkeeper & Purchasing Coordinator to keep our purchasing, billing, and books accurate and on time. You'll work closely with our project team and owners. This is a great opportunity for someone who wants meaningful, flexible part-time work or who is looking to build real-world accounting and operations experience.

Schedule

- 15–20 hours per week, Monday through Friday, with flexible daytime hours (for example, between 9:00 a.m. and 2:30 p.m.).
- Consistent weekly hours are important so our team and vendors know when you're available.
- Potential for remote work opportunities once fully on boarded.

Key Responsibilities

Purchasing Coordination

- Coordinate the purchasing process from purchase order to receiving.
- Create and issue purchase orders based on project needs and approved quotes.
- Track, maintain, and update vendor and dealer price sheets.
- Verify shipping and receiving for all purchases and resolve discrepancies quickly.
- Maintain accurate vendor and business contact information and databases.
- Monitor the orders inbox and keep the team updated on order status.

Accounts Receivable & Accounts Payable

- Prepare and send accurate customer invoices promptly after milestones or project completion.
- Track receivables and follow up on outstanding payments in a friendly, professional way.
- Review and enter vendor bills, match them to POs and receiving, and prepare payments for owner approval.

Bookkeeping & Financial Administration

- Perform day-to-day bookkeeping in QuickBooks Online, including categorizing transactions.
- Complete monthly bank and credit card reconciliations following GAAP-based procedures.

- Collect, track, and reconcile company credit card receipts and expenses.
- Keep financial records organized and help prepare documents for our CPA and for tax filings.

Team Communication & Operations

- Coordinate with project and operations team members on orders, billing, and priorities.
- Attend team meetings, and client meetings as needed.
- Share ideas to improve processes, including how we onboard new customers.
- Help build a positive, supportive culture focused on fun, collaboration, and continuous learning.
- Perform other related financial, purchasing, or operational duties as assigned.

What Success Looks Like

Outcome	Target
Invoices sent	Within 2 business days of a billing milestone or project completion
Bookkeeping	Transactions categorized within 2 business days of posting
Monthly close	Bank and credit card reconciliations complete by 10th of each month
Receivables	Overdue invoices followed up weekly; 30+ day balances kept to a minimum
Purchasing accuracy	Every PO matched to receiving and to the vendor bill before payment
Receipts	All credit card receipts collected and coded each month

What You Bring

Required

- 1+ years of bookkeeping, accounting, or accounts payable/receivable experience — or relevant accounting coursework plus strong attention to detail.
- Working knowledge of QuickBooks Online (or willingness to become proficient within your first 30 days).
- Strong Excel or Google Sheets skills.
- Excellent accuracy, organization, and follow-through.
- Clear, friendly written and verbal communication.
- Discretion with confidential financial information.

Preferred

- Purchasing, inventory, or order-management experience, ideally in construction, A/V, or another project-based business.
- Accounting coursework, an associate degree, or a QuickBooks Online certification.

What Success Looks Like Here

The people who thrive at Lambda share these traits:

- **Ownership:** you treat our books and orders as if they were your own.
- **No surprises:** you flag issues early and close every loop.
- **Meticulous:** you double-check the details and keep records clean.

- **Partner mindset:** you're friendly, helpful, and easy to work with — for teammates, clients, and vendors.
- **Stewardship:** you care about using company resources wisely.
- **Always learning:** you're curious and open to growing your skills.

Pay and Benefits

- **Pay:** $22-$28 an hour depending on experience
- **Benefits:** Paid time off, paid training.

How to Apply

Upload your resume and a brief note on why this role interests you to https://lambdaav.io/careers/

Lambda Audio Visual is an equal opportunity employer. We welcome applicants of all backgrounds and do not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, genetic information, or any other protected status.