

BOOKKEEPER

Job Listing

Summary/Objective:

We are looking for a skilled Bookkeeper to maintain financial records, including purchases, sales, receipts and payments. Job duties include working closely with our accounting team to create and analyze financial reports and ensure legal requirements compliance. The role involves working with multiple clients in various industries and managing large volumes of transactions efficiently and accurately.

Essential Functions:

- Update and categorize transactions through bank feeds or manual import
- Develop bookkeeping processes and procedures to ensure accuracy
- Troubleshoot errors within accounting system
- Balance general ledger by completing reconciliations
- Review and analyze trends
- Complete tax forms as needed
- Maintain historical records for compliance
- Enter data, maintain records and lunch reports and financial statements
- Calculate and process payroll timely and accurately
- Contribute to team goals and project completion in timely manner

Professional Skills:

- Driven and self-motivate
- Detail Oriented
- Excellent written communication skills
- Approachable and professional
- Expertise in customer service
- Teamwork oriented
- Highly efficient time management skills

Required Technical Skills:

- Proven ability to calculate, post and manage accounting figures and financial records
- Data entry skills along with a knack for numbers
- Hands-on experience with spreadsheets and accounting and payroll softwares (Quickbooks Online, Xero, Wave, Freshbooks, Intuit Payroll, Gusto)
- Quickbooks Online ProAdvisor Certification
- Advanced knowledge of Microsoft Office (Word, PowerPoint, and Excel); scheduling appointments/updating calendars
- Experience with Google Suite Apps, cloud services, and other technology tools

- Strong Internet connection is required, along with experience using communication tools like Zoom
- Familiarity with HubSpot or other CRM web-based tracking systems

Education and Experience:

- Associate's degree or AIPB or NACPB certification with 3+ years of experience and with multiple clients
- BS degree in Finance, Accounting or Business Administration with 2+ years of experience
- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles

Additional Information

Supervisory Responsibility: This position has no supervisory responsibilities.

Work Environment: This job operates in a virtual, office setting. This position is primarily sedentary in a climate controlled office with little exposure to environmental hazards.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is largely a sedentary role. The employee is frequently required to sit for long periods of time.

Position Type and Expected Hours of Work: This is a hourly, contract position. Days and hours of work are Monday through Friday, 8:30 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Other Duties: Please note this job listing is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.