



Bookkeeper

Summary

WISE Advise + Assist Team is looking for a skilled Bookkeeper to maintain financial records, including purchases, sales, receipts, and payments.

Responsibilities

Main duties will include, but not limited to:

- Maintaining financial records
- Working with Finance Team to create and analyze financial reports and ensure legal requirements compliance
- Working with multiple clients in various industries
- Managing large volumes of transactions efficiently and accurately

About the Job

The WISE Team is made up of an all virtual workforce. With the challenges of working virtually, in a fast pace environment we are made up of strong and unique individuals who create our team first company culture.

A successful WISE Team Member enjoys continually learning new things and is constantly improving themselves. They are a strong communicator who is able to communicate complex ideas, listen well, and maintain excellent customer service. They are organized and detail oriented. They have the ability to accept feedback and make adjustments based off of that feedback. They take pride in their work and maintain a high level of quality control. They have exceptional time management and are great at multitasking. They also enjoy new challenges and changes to their work environment.

Most importantly a successful WISE Team Member is authentic, versatile, a self-starter, and a team player.

We look forward to meeting you!

Minimum Qualifications

- Associate's degree or AIPB or NACPB certification with 3+ years of experience and with multiple clients
- Proven bookkeeping experience
- Solid understanding of basic bookkeeping and accounting payable/receivable principles
- Established 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 software (Quickbooks Online and Gusto)

Preferred Qualifications

- BS degree in Finance, Accounting or Business Administration with 2+ years of experience
- Quickbooks Online ProAdvisor Certification

Computer Requirements

- For the home wireless system:



WISE[™]
Advise + Assist Team

- o Strong Internet Connection
 - o Have a firewall to protect wireless internet.
 - o Not allow others to use their wireless internet.
 - o Use strong passwords for the wireless system and firewall (not the factory installed).
- Computer:
 - o Have 2 factor authentication for computer and critical software.
 - o Encryption for hard drive
 - o Good security software (McAfee, Norton, MalwareBytes, etc)
- If traveling or working outside the house:
 - o Do not use unsecured public Wi-Fi
 - o Tethering or VPN to protect internet usage
 - o Never leave computer unprotected - especially if it is on and unlocked

Additional Information

- Supervisory Responsibility: This position has no supervisory responsibilities.
- Position Type and Expected Hours of Work: This is an hourly, contract position.
- 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.