



Summary

WISE Advise + Assist Team is looking for a responsible and resourceful Virtual Bookkeeper or Financial Virtual Assistant to join our team. Working remotely, you will provide exceptional customer service to our clients, working directly with them to achieve their goals. The ideal candidate should be tech-savvy, a good communicator, and extremely organized. They will enjoy working with multiple clients from various industries. This role will have no direct reports and will report to the Team Lead.

Responsibilities

Main duties will include, but not limited to:

- Maintains records of financial transactions by establishing accounts; posting transactions; ensuring legal requirements compliance.
- Develops a system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts and general ledgers by reconciling entries.
- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Deliver high-quality work under minimum supervision with the ability to provide quick turnaround on client correspondence, questions, and/or concerns.
- Complete administrative projects on time with accuracy.
- Complete client-specific functions, create documents, reports, and spreadsheets, provide customer service assistance, prepare research, maintain databases, and one-off tasks.
- Complete monthly finance reports for clients.

About WISE

The WISE Team is made up of an all virtual workforce. With the challenges of working virtually, in a fast paced 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. 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 on 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

- 1+ years of experience with multiple clients (small businesses) AND 2+ years of bookkeeping experience which includes a solid understanding of basic bookkeeping and accounting payable/receivable principles **required**.
- Established ability to calculate, post, and manage accounting figures, and financial records
- Outstanding time management skills and data entry skills with hands-on experience with spreadsheets, and accounting and payroll software (Quickbooks Online and Gusto) with 1+ years of experience in QuickBooks Online **required**.
- Self-motivated and detail-oriented with a knack for numbers.
- Able to work independently with minimum supervision and strong communication skills, both verbal and written.
- Ability to create and build custom reports while managing a high volume of work in a fast-paced and ever-changing environment.
- Experience working one-on-one with clients in a customer service small business setting as well as in a team environment for concurrent projects.
- Tech-Savvy, willing to learn new skills and expand knowledge to better serve clients.

Ideal Requirements

- BS degree in Finance, Accounting, or Business Administration or Associates Degree with AIBP or NACPB **required**.
- QuickBooks Online ProAdvisor Certification a plus.
- Familiarity with CRM web-based tracking systems and experience working directly with clients to achieve goals is a plus.
- Advanced knowledge of Microsoft Office Suite, Google Suite Apps, and cloud services.

Computer Requirements

- For the home wireless system:
 - Strong internet connection.
 - Have a firewall to protect wireless internet.
 - Not allow others to use their wireless internet.
 - Use strong passwords for the wireless system and firewall (not the factory installed).
- Computer:
 - Have 2 factor authentication for computer and critical software.
 - Encryption for hard drive.
 - Good security software (McAfee, Norton, MalwareBytes, etc).
 - Tethering or VPN to protect internet usage.

Additional Information

- We are looking for applicants who can start work within 1-2 months of the application date.
- Position Type and Expected Hours of Work: This is a part-time hourly, contract position.
 - Applicants must be able to commit to a minimum of 20 hours per week.
- Location: Fully remote, Conus and Oconus friendly.
 - All applicants must be able to commit to at least 2-3 hours per day between the hours of 9:00am and 5:00pm Eastern Time.
- 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.