Bookkeeper Job Description Sample

We are seeking a Bookkeeper to establish the methodologies behind our most crucial business functions. You will engage in daily postings of transactions while checking each for accuracy. You will maintain and balance the general ledger through an established reconciliation process. The position will require expertise in online QuickBooks software.

The role will report directly to the corporate CFO. Under their instruction, you will prepare QuickBooks financial reports and spreadsheets. You will work together with our corporate tax accountant to ensure the utmost accuracy and compliance with all applicable laws. You will pull documentation for our quarterly tax filing.

The role will require credit card reconciliation and responsibility for debt payments well before the due date to maintain our excellent credit rating. You will also invoice customers and collect and record receivables promptly. You will post cash, make bank deposits, maintain office petty cash, and also run bi-weekly payroll.

You are meticulous, deadline-driven, communicative, and highly ethical. You will be an expert spreadsheet architect, skilled in high-end formulas, but also an accurate data entry clerk. You will maintain corporate confidentiality at all times. A team player, you will demonstrate both a high level of expertise with numbers and strong people skills.

Responsibilities

* Meticulously record financial data in spreadsheets or digital software.
* Post daily transactions and balance general ledger.
* Responsible for maintaining petty cash.
* Perform routine credit card reconciliation.
* Invoice customers, collect receivables, and deposit cash.
* Process payroll on monthly basis.
* Work closely with CFO to alert the corporate team to any financial discrepancies.
* Create QuickBooks or other reports as needed.
* Create spreadsheet documentation as needed.
* File important documents as required.
* Successfully manage multiple tasks while on tight deadlines.

Required Skills

Educational

* High School Diploma or General Education Diploma (GED) required.
* Post-secondary degree preferred, such as an Associate’s in Business Administration or a Bachelor’s Degree in Accounting.

Technical

* Proficient in Mac or PC.
* Familiar with QuickBooks or other accounting software.
* Fluent typist and skilled at Microsoft Office Suite, especially Excel.
* Extreme attention to detail and excellent math skills.
* Able to grasp numerical patterns and discern meaning.
* Excellent at establishing necessary and repeatable accounting methodologies.

Communication/Organizational

* Detail oriented, focused, methodical, and organized.
* Exceptionally responsible and efficient.
* Excellent proofreader who is intuitive with numbers.
* Skilled at advanced spreadsheet formulas.
* Team player with excellent communications skills.
* Honest, ethical and able to maintain corporate confidentiality.

Benefits

* Full-time and includes benefits.
* Part-time.

How to Apply

* Apply by forwarding your resume along with a cover letter.