

Job Title:

- Bookkeeper

Job Description:

- As a Bookkeeper at [Your Company Name], you will be responsible for managing our financial records, including transactions, accounts payable and receivable, and payroll processing. Your role is integral to the financial stability and success of our organization, providing essential support to our finance and accounting team.

Job Requirements:

- Bachelor's degree in Accounting, Finance, or a related field (an Associate's degree or relevant certification with substantial experience may be considered).
- Proven experience as a bookkeeper or in a similar financial role.
- Proficiency in accounting software such as Xero and Quickbooks is a PLUS
- Strong understanding of accounting principles and financial regulations.
- Exceptional attention to detail and accuracy.
- Organizational and time management skills.
- Excellent communication and teamwork abilities.
- Discretion and respect for the confidentiality of financial data.

Job Responsibilities:

- Accurately record and classify financial transactions in the general ledger, including invoices, receipts, and expenditures.
- Manage accounts payable by processing vendor invoices and accounts receivable by preparing and sending customer invoices.
- Reconcile bank statements and credit card transactions to ensure accuracy and identify discrepancies.
- Prepare and process employee payroll, including calculating hours, deductions, and taxes, and ensure timely disbursement of paychecks.
- Generate financial reports, including profit and loss statements, balance sheets, and cash flow statements.
- Assist in preparing and maintaining records for tax filings, including sales tax, income tax, and payroll tax.

- Support budgeting and forecasting activities by providing accurate financial data.
- Prepare documentation and assist auditors during financial audits.
- Utilize accounting software (e.g., QuickBooks, Xero) to maintain financial records efficiently.
- Assist in analyzing financial data to identify trends and provide insights for informed decision-making.