



Bookkeeper

GENERAL DESCRIPTION

[Empire Capital Ventures](#) (ECV) transforms the lives of first generation millionaires by taming the chaos of their finances so they can create sustainable businesses and communities. ECV is a black-owned firm with a diverse team who is seeking an experienced Bookkeeper to join our internal team as a full-time W-2 employee.

Our Core Values are the backbone of our business and guide our hiring process: we are results driven, practice extreme ownership, are entrepreneurially-oriented, impact driven and value our ability to quickly pivot. We are seeking a Bookkeeper who is able to self-manage, work as a team player and contribute to the overall growth, development and success of the organization.

This individual will be responsible for:

- Overseeing bookkeeping automation, including bank and credit card feeds, bank rules, transactions from 3rd party apps, and transactions from .csv files.
- Using manual data entry processes where appropriate.
- Making sure that all transactions are properly classified, authorized, and documented to the extent that is useful.
- Inquiring about transactions with incomplete information; following up rigorously until that information is obtained.
- Meetings with the client and CFO, as-needed.
- Serving clients from a diverse set of industries, such as service-based businesses, real estate investors, medical practices, e-commerce, etc.

The ideal candidate should be tech-savvy, have 2-3+ years of full-charge/full-cycle bookkeeping experience in QuickBooks, be able to communicate through multiple channels, and be very organized.



OBJECTIVES

- Overseeing bookkeeping automation, including bank and credit card feeds, bank rules, transactions from 3rd party apps, and transactions from .csv files.
- Using manual data entry processes where appropriate.
- Making sure that all transactions are properly classified, authorized, and documented to the extent that is useful.
- Inquiring about transactions with incomplete information; following up rigorously until that information is obtained.
- Speaking up about opportunities for further bookkeeping automation.
- Upholding existing bookkeeping processes in a timely manner.
- Producing month-end reports and documentation.
- Contribute to the timely and accurate preparation of financial reports and records for clients and internal use.
- Prepare Query Sheets for client review that is clearly stated for a non-bookkeeper to understand what information you need to resolve and/or categorize that item.
- Collaborate with Accounting Team Members to ensure smooth communication and information flow.
- Appropriately handle confidential employer and client information.
- Present excellent customer-service skills to customers and clients.
- Work closely with various team members to provide feedback on current systems and workflows.
- Manage digital filing systems, update client records, and organize documents.
- Support team in client proposal processes and client deliverables.
- Meetings with the client and CFO, as-needed.
- Brainstorm and troubleshoot bookkeeping issues/questions for clients.

COMPETENCIES

- Attention to Detail: Meticulous approach to data entry, reconciliation, and record-keeping, ensuring accuracy and consistency.
- Organizational Skills: Ability to manage and prioritize multiple tasks, maintaining orderly records and documentation.
- Accounting Knowledge: Proficient understanding of basic accounting principles, financial statements, and bookkeeping practices.



- Communication Skills: Clear and effective communication with Accounting Team Members to address inquiries and provide updates.
- Proficient computer skills, including Google Suite and Microsoft Suite (Docs, Gmail, Slides, and Sheets), cloud services, and other technology tools.
- **QuickBooks Online (required)**
- **QuickBooks Desktop (bonus)**
- **Xero (bonus)**
- Familiarity with a project management system, online collaboration, and experience using it with busy teams.
- Highly organized and able to multitask and work well with fast-paced directions and instructions.
- Able to manage time effectively and efficiently.
- Able to organize and manage large amounts of files, tasks, and information.
- Self-directed and able to work without supervision.
- Team player with an eye for detail.
- Excellent verbal and written communication skills.
- Strong customer service and presentation skills.
- Able to be flexible in schedule, potentially working nights, weekends, and extended hours as agreed upon.

EDUCATION AND EXPERIENCE

- This is not an entry level/junior bookkeeper position and will require someone with appropriate experience.
- At least 2-3+ years of full-charge/full-cycle bookkeeping experience.
- Experience with real estate bookkeeping.
- Experience with E-Commerce bookkeeping (bonus/preferred).
- Experience with class/location tracking.
- Experience with personal bookkeeping (bonus/preferred).



PREFERRED PLATFORM EXPERIENCE

- PayPal
- Stripe
- Dropbox
- Slack
- Asana
- Shopify
- AfterPay

LOCATION & SCHEDULE

This role is remote. We use video calling and maintain a professional image while serving all of our small business clients across the country.

ECV offers time flexibility for our team. We expect this position to be committed to 40 hours per week, working from 8:00 AM - 5:00 PM (ET or CT).

The following are the required business hour commitments:

- Mondays 11:00 AM ET - 11:30 AM ET - Weekly Bookkeeping Team Check-in
- Wednesdays 11:00 AM ET - 1:00 PM ET (minimum 1st 45 minutes) - Weekly Team Meeting
- Thursdays 1:00 PM ET - 2:15 PM ET - Weekly Accounting Team Meeting
- Fridays 11:30 AM ET - 12:30 PM ET - Bi-Weekly FinProviders Meeting

This position requires CST/EST business hours availability

COMPENSATION

Compensation is negotiable based on experience and can range between \$18-\$22/hour. This job does not include benefits.



PHYSICAL REQUIREMENTS

- Prolonged periods of sitting at a desk and working on a computer

COMMITMENT TO DIVERSITY

ECV is an equal opportunity employer committed to meeting the needs of a multigenerational and multicultural workforce. We recognize that a diverse staff reflective of our community is an integral and welcome part of a successful and sustainable business. We hire talent at all levels regardless of race, color, religion, age, national origin, gender, gender identity, sexual orientation or disability. We look forward to hearing from women, BIPOC, and other systematically excluded professionals, military-experienced candidates, applicants with gaps in their resume or who have been out of the workforce for the past 6 months or more.

TO APPLY

Please fill out [THIS FORM](#) (which includes requests for references & your resume) in order to be considered for the position. We will get back with you ASAP if it seems like your skills would be a good fit for this position.