



## **Job Description**

### **Bookkeeper**

Bookkeeper needed for busy accounting practice located in California and New York. Position offers work-from-home flexibility. Must have excellent communication skills, be proficient with QuickBooks and Excel.

What you need for this position:

- 5+ years (preferred) of experience working in an office environment as a Bookkeeper or Staff Accountant - excellent communication skills.

- Friendly and professional demeanor.
- Exceptional attention to detail.
- Ability to work independently.

### **Job Responsibilities:**

Maintains records of financial transactions by establishing accounts; posting transactions; ensure legal requirements compliance. Provides management with financial information by researching and analyzing accounts; preparing financial statements.

### **Job Duties:**

- Develops system to account for financial transactions by establishing a chart of accounts; defining bookkeeping policies and procedures.
- Performance of daily bookkeeping activities for small business clients, including: downloading and coding of financial transactions and reconciling accounts.
- Maintains subsidiary accounts by verifying, allocating, and posting transactions.
- Balances subsidiary accounts by reconciling entries.
- Maintains general ledger by transferring subsidiary account summaries.
- Balances general ledger by preparing a trial balance; reconciling entries.

- Maintains historical records by filing documents.
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends.
- Prepares consolidated internal and external financial statements by gathering and analyzing information from the general ledger system and from departments.
- Analyzes information and options by developing spreadsheet reports; verifying information.
- Prepares general ledger entries by maintaining records and files; reconciling accounts.
- Prepares payments by accruing expenses; assigning account numbers; requesting disbursements; reconciling accounts.
- Complies with federal, state, and local legal requirements by studying requirements; enforcing adherence to requirements; filing reports; advising management on needed actions.
- Contributes to team effort by accomplishing related results as needed.

**Skills and Qualifications:**

QuickBooks Knowledge (Online and Desktop), Microsoft Excel, Developing Standards, Analyzing Information, Dealing with Complexity, Reporting Research Results, Data Entry Skills, Accounting, U.S. GAAP knowledge, Attention to Detail, Confidentiality, Thoroughness.

*So, if you are a Bookkeeper with 5+ years of experience, please apply now! Send resume and salary history to [info@sousaweber.com](mailto:info@sousaweber.com) .*