

Job Title:	Bookkeeper	Job Category:	Accounting
Client:	TBD	Time to Fill:	3-5 Weeks
Location: Home / Office	Client's Choice	Experience Required:	4 Years
Bill Rate:	\$10.75-\$15.50	Position Type:	Full-time

Job Description

Role and Responsibilities

The Bookkeeper Accountant is a skilled position responsible for the accounting processes at one company or a low volume of operations within a small group of companies. This position is responsible for complying with all the accounting processes and GAAP. The main activities for this position are:

1. Perform data entry:
 - a. Journal Entries in Accounting SW
 - b. Process changes in QuickBooks for client information
2. Track and control AP and AR
3. Report incomes and expenses
4. Perform periodic reconciliations: Weekly, Monthly, Quarterly
5. Maintain historical records
6. Invoicing: data entry, sending, and follow up until receive the payment
7. Ensure compliance with Financial Control processes

Qualifications and Education Requirements

Bachelor's degree in Public Accounting, Finance, or related experience in the accounting area 4+ years.

Preferred Skillset

Hard / Technical skills:

1. Quickbooks / Contpaq or Accounting SW
2. GAAP. Preferred USGAAP and/or IFRS
3. Solid knowledge of General Accounting

Soft Skills

1. Organized
2. Results-driven
3. Analytical
4. Disciplined
5. Detail-Oriented