



Job Description: Bookkeeper

About Us

Located in Turlock, CA, our company offers bookkeeping services to small businesses in California's Central Valley, as well as bookkeeping support to clients across the United States. Our goal is to provide our clients with complete, timely and accurate financial information so they can make informed business decisions. We strive for bookkeeping excellence.

Summary

Perform various bookkeeping tasks, while maintaining high quality customer service. Client satisfaction is the success of our company and should be the number one priority of the Bookkeeper. Ability to efficiently manage workload and prioritize tasks to ensure that all deadlines are met.

Essential Functions

- Excellent written and verbal communication, computer and customer service skills.
- Manage client info across multiple database platforms (QBO, QuickBooks, Excel)
- Use QuickBooks Desktop and/or QuickBooks Online to manage client accounting records.
- Maintaining client files (hard copy and electronic records)
- Assist with managing company deadlines.
- Common bookkeeping tasks include, but not limited to: Processing payroll, paying bills, entering financial transactions, reconciling bank and credit card statements, invoicing, collections, organizing client records.
- Produce reports, such as balance sheets, income statements, and client specific requests.
- Professional client correspondence (phone calls, emails, in person)
- Ability to check for accuracy in figures, postings and reports, as well as research solutions.
- Light financial statement analysis is required, including managing balance sheet back-up.
- Efficiently manage time and properly record for company billing.
- Must be able to work independently, multi-task and handle a variety of responsibilities.
- Must be organized, detail oriented, efficient and thorough.
- Must maintain client confidentiality at all times.

Minimum Qualifications

- High school diploma or GED
- At least one year of prior customer service experience
- Knowledge of MS Word, Excel, PowerPoint, and Outlook
- Proficiency with 10 key calculators.
- Must be able to pass employer given QuickBooks quiz.

Preferred Qualifications

- Associate degree in accounting or business administration, or equivalent business experience (2 years office experience)
- At least one year of bookkeeping experience using QuickBooks or QBO

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, or hear, as well as use hands and fingers to handle or feel.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

Benefits

- Subsidized Medical/Dental/Vision
- Paid Time Off and Sick Time available
- Eight paid holidays
- 401(k) savings plan with employer match
- We offer flexible work schedules that promote work/life balance