

## **Bookkeeper - Job Description**

### **ABOUT US**

Located in Turlock, CA, our company offers affordable, quality bookkeeping services to small businesses in California's Central Valley. We also offer remote bookkeeping support to clients across the United States. Our goal is to simplify bookkeeping and provide clients with opportunities to enhance profitability.

### **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 and/or QBO 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 calculator
- 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

### **BENEFITS**

- Medical/Dental/Vision
- Paid Time Off and Sick Time available
- 401K with employer match