

## **Bookkeeper Position**

IT company looking for bookkeeper 20 hours a week who understands the fundamentals of bookkeeping and will maintain the financial records by performing accounting and accounting related functions.

### **Duties:**

- Accounts payable – reconciling purchase orders and entering bills into QB
- Accounts receivable – Entering A/R into QB from external software and change the data when necessary. Contacting clients to ensure that information is correct.
- Contact clients who are late in paying.
- Payroll processing and data entry into QB from external payroll processor reports
- Keeping accounts payable accurate and call vendors when necessary to ensure that our information matches theirs
- Reconcile monthly bank statements and credit card statements
- Journal Entries
- Credit card expense processing
- Make changes in Quickbooks whenever necessary
- Look over vendor and client statements
- Involvement in budgeting and cash analysis process
- Enter budget figures into QB
- Handle other assignments as requested by supervisor

### **Requirements:**

- 1 year of bookkeeping experience, an accounting degree or work towards an accounting degree preferred
- Excellent interpersonal and communication skills
- Strong knowledge of and familiarity with Quickbooks, MS Excel and MS Word
- Ability to learn new computer programs within a short period of time
- Ability to learn and work in a fast-paced and growing environment
- Must have superior organization skills
- Able to multi-task, work independently, and proactively
- Analytical and detail oriented
- Organized

Accounting degree highly desired but will consider study and experience

Email Resumes to [itdrivehr@gmail.com](mailto:itdrivehr@gmail.com).