

Bookkeeper Job Description

We are looking for a motivated and accountable individual to fill in a Bookkeeping Position. Quickbooks and Excel knowledge is a must. Primary duties include payroll, data entry review, bank reconciliation, monthly reports, and other bookkeeping related tasks. The ideal candidate is a multitasker with a problem-solving ability as well as detail-oriented.

Requirements:

- Quickbooks and Excel proficiency
- 2 years of related work experience
- Thorough knowledge and understanding of Accounting / Bookkeeping principles, procedures, and practices
- Excellent oral, written communication skills
- Computer and internet literate

Primary Responsibilities:

- Oversee all accounting activity
- Manage and review accounting receivable, including data entry and review, accuracy confirmation, conflicts resolution, communication with vendor and ensuring payments on time on all due receivables
- Administering Payroll processing
- Generating and creating reports
- Perform bank and account reconciliations
- Conduct monthly/quarterly and year-end closings
- Handle and correspond via email and phone billing-related issues
- Scan, mail, and share documentation with the Accounting Department
- Deposit checks
- Receive payments and collect debts
- Update clients' plans and prices

This position could be a full time or part time position and compensation will be based on experience and availability.

Female is preferred.

Please email resumes to job@telego.net and include "Bookkeeping Position" in the subject line.