



Title: Part-time Bookkeeper
Department: Accounting
Reports to: **Client Accounts Manager**

Start date: January 2010
Salary range: \$20/hr
Hourly requirement: 5-7 hrs per week

Description: The Bookkeeper will manage our company's books and financial records. This will include managing accounts payable and receivable; reconciling bank statements; updating the trial balance, profit-and-loss statement and balance sheet; managing payroll; invoicing clients; making federal and state tax deposits; and completing annual tax forms, such as W2s.

Responsibilities including but not limited to:

- Bookkeeping Skills and Experience
- Handle all Accounts Payable/Receivable
- Consistently manage payroll processing, distribution and related payroll taxes.
- Account reconciliation, billing, invoicing and preparation of bank deposits
- Manage employee expense reports and reconcile credit card statements
- Research account transactions, demonstrating a keen ability to recognize and resolve discrepancies.
- QuickBooks and Microsoft excel experience
- Establish and maintain employee files reflecting salary increases, deductions, garnishments; benefits; payroll exceptions and W-2 withholdings exercising a high level of confidentiality
- Address customer problems and issues requiring immediate attention and resolve the issue to satisfaction of the customer
- Compile and deliver reports to Client Accounts Manager as requested
- Scheduling and follow up to ensure schedule is followed
- Draft and send correspondence as necessary
- Microsoft word, Outlook and Excel experience
- Coordinate sub-contractors and suppliers.

EXPERIENCE:

3-5 years working in similar or related position
Responsible for accounts payable, accounts receivable, budgeting, cost accounting by project,
Payroll coordination
Preparation and analyses of financial statements.