

# Bookkeeper

Job Order: **15255847**

Job Title: **Bookkeeper**

Job Time Type: **Full Time (30 Hours or More)**

Employer Information: **Confidential Information**

## Job Description:

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 (MyCase, QBO, QuickBooks, Excel)
- Use QuickBooks and 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 record in Excel 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.

Education Level: **High School Diploma or Equivalent**

Requires a Driver's License: **No**

Pay Comments: **DOE (Depends on Experience)**

Benefits: **Medical, Dental, Vision, 401K**

Application Comments: **Please apply through CalJOBS, or send resume to**

**[hire@stanbusalliance.com](mailto:hire@stanbusalliance.com) and include "Bookkeeper, Job Order #15255847" in the subject line.**