BOOKKEEPER

Job Description:

**Bookkeepers** record the day-to-day financial transactions of a business. They oversee a company's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. They perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments. Transactions include purchases, sales, receipts and payments by an individual person or an organization/corporation.

Job Responsibilities:

* Record the day-to-day financial transactions and completing the posting process
* Verify that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger
* Bring the books to the trial balance stage
* Perform partial checks of the posting process
* Liaise with company accountants as appropriate
* Enter data, maintain records and create reports and financial statements as needed
* Process accounts receivable/payable and handle payroll in a timely manner
* Maintains records of financial transactions by filing both paper and electronic copies
* Balance accounts by reconciling entries
* Maintains general ledger
* Balances general ledger
* Maintains corporate financial confidentiality

Job Qualifications:

* Bachelors in business, accounting, finance, or related field
* Masters in business, accounting, finance, or related field preferred
* Certification in Public Accounting
* Additional accounting certifications preferred
* Experience in comptroller accounting

Opportunities as a comptroller are available for applicants without experience in which more than one comptroller accountant is needed in an area such that an experienced comptroller will be present to mentor.

Job Skills Required:

* Thorough knowledge of accounting procedures
* Thorough knowledge of tax laws and regulations
* Understanding of Generally Accepted Accounting Principles (GAAP)
* Proficiency in accounting software
* Advanced MS Excel knowledge (i.e. formulas, VLOOKUPs, and pivot tables)
* Ability to assess and interpret general ledger functions
* Strong analytical skills
* Strong attention to detail
* Awareness of laws and regulations related to finance and accounting