



Job Description

Job Title: Bookkeeper

Date: January 2021

Status: Part-time (Non-exempt)

Schedule: Monday-Friday/Flexible

Reports to: Owner

Environment: Professional Office

The Bookkeeper will communicate with clients, assemble client documents, and complete client data entry. In addition to typing, filing and scheduling, he/she performs duties such as financial record keeping, coordination of meetings, and coordinating mailings. This position provides bookkeeping and administrative support for multiple business clients (6-10). This position is responsible for initiating contact with clients to continue the proactive relationship established for obtaining financial documents and for clarifying transactional activities, answers correspondence and assembles confidential and sensitive information. This position requires a general knowledge of accounting principles.

Key responsibilities/outputs

Bookkeeping (~85%)

- Collect and organize client information - payroll reports, quarterlies, year-end reports, point of sale reports, bank statements, and loan statements, etc.
- Perform financial data entry into QuickBooks software program
- Reconcile receipts to account statements
- Generate reports, spreadsheets, and other routine information
- Review, confirm accuracy, and approve client data to ensure minimal errors to maintain client satisfaction
- Utilize critical thinking and problem-solving skills to resolve client support issues
- Develop knowledge of business operations and the industry to serve as a strong partner for clients

Administrative (~15%)

- Manage office personnel schedules, meetings, client appointments/follow-up, and schedule workflow
- Balance client services- from on-boarding to on-going support
- Meet deadlines- adjust to change and reprioritize, as needed
- Establish, develop, maintain, and update filing system
- Maintain regular communications with various stakeholders
- Answer the telephone. Take messages. Field or answer all routine and non-routine questions.
- Work directly with owner to define and implement business initiatives



Essential skills/ experience

The successful candidate for this position will have and demonstrate, at minimum, the following skills, experience and characteristics:

- Integrity, ethical and moral behavior regarding operations, client and company confidentiality, and overall team interactions
- High level of functional and technical skills to ensure client confidence, as well as drive results and ensure quality outcomes in a timely and organized manner
- Strong written and verbal skills required to produce regular communications to various stakeholders, including employees, clients, and vendors
- A commitment to maintain excellent client service and deliver
- Great attitude to ensure the office stays focused on a positive environment and productivity
- Exceptional attention to detail when entering information to set up and managing client accounts
- Efficient - able to handle demands while remaining flexible and adaptable to change
- Action-oriented and customer-drive focus to support clients regarding known business needs, as well as proactively identify and suggest additional business solutions
- Ability to listen well, ask clarifying questions, develop action-oriented plans, and create a problem-solving approach to the clients monthly, annual and ongoing business development needs
- Communicate effectively, both orally and in writing
- Be process oriented to successfully manage client processes
- Critical thinking skills and a proactive approach to problem solving

Physical Requirements:

This job requires normal physical mobility, including the ability to sit and stand for extended periods of time, reach with hands and arms, talk and hear. Normal hand-eye coordination; arm, hand and finger dexterity, including the ability to grasp and lift up to 25 pounds, is also required.

Mental Requirements

This job requires the ability to read, recall, write and understand information. This job also requires the ability to work under a high level of pressure within a fast-paced environment and to manage multiple tasks concurrently.

Education and Experience

- An Associate's Degree in accounting is required, Bachelor's degree is preferred
- Four to five years of experience using **QuickBooks** is required
- Must be proficient in Microsoft Office - including Excel, Word, and Outlook
- Experience using basic web-based applications - i.e. Google Docs, CRM is highly desired
- Must have experience managing/leading a team of people in professional setting



Work Environment

- This position works in a business office. Professionalism and discretion are required
- Position will be required to communicate with clients and other stakeholders
- Minimal travel to pick up and drop off paperwork at client locations.
- Workplace location flexibility (remote access)

Compensation and Benefits

- Salary is based on experience (approximately \$17-20 per hour)
- Telephone allowance
- Preapproved business expense reimbursement

Please note that we are partnering with GO-HR to fill this position. Please submit a resume and cover letter outlining your compensation expectations to info@go-hr.biz. Any inquiries to Buckeye Bookkeeping will be directed to GO-HR.

Buckeye Bookkeeping is an Equal Opportunity Employer. This is a non-smoking environment. This job description is designed to be a good representation of the job requirements but is not a comprehensive listing of activities, duties or responsibilities required of the employee.