

Bookkeeper Job Description

Responsibilities

- Perform general bookkeeping duties, including posting information to accounting software and regularly reconciling accounts.
- Obtain necessary tax forms from new vendors.
- Perform reconciliations of bank accounts monthly to ensure accuracy.
- Maintain fixed assets in fixed asset software and keep depreciation updated.
- File monthly Sales Tax Returns for clients
- Issue financial statements created by CPA.
- Prepare and process client payroll.
- Prepare and file Quarterly Payroll Tax Returns (941/State Withholding/State Unemployment)
- Prepare and file end of year payroll forms (W2's/W3's) as well as 109's.
- Maintain an organized and streamlined accounting system.
- Provide administrative support to management when required.
- Additional projects, furthering the service of clients as needed.

Qualifications

- Minimum of Associates Degree in Business Administration, Accounting or relevant field.
- 3-5 years of bookkeeping and payroll experience in a public accounting firm preferred.
- Knowledge of accounting and bookkeeping principles.
- Keen attention to detail and ability to keep records and files organized.
- Self-starter, highly motivated and striving for personal growth and development.
- Competent collaborator and skilled cross-functional communicator.
- Efficient time manager with high regard for deadlines.
- Ability to identify errors and solve problems.
- Decisive and critical thinker.
- Ability to work on a team while maintaining a high level of responsibility and accountability to individual projects and tasks.
- Ability to work in a fast-paced environment with a variety of clients in multiple industries.