



Bookkeeper job description

Responsibilities Include:

Recording day to day financial transactions and completing the posting process

Verifying that transactions are recorded in the correct day book, suppliers ledger, customer ledger and general ledger

Bringing the books to the trial balance stage

Job brief

We are looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts and payments.

Bookkeeper job duties include working closely with our accounting team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments. Our ideal candidate holds a Finance degree (preferably followed by accounting CPE courses) and is familiar with accounting software packages, like FreshBooks, Kashoo and KashFlow.

Ultimately, the Bookkeeper's responsibilities are to accurately record all day-to-day financial transactions of our company.

Responsibilities

Record day to day financial transactions and complete 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

Complete tax forms

Enter data, maintain records and create reports and financial statements

Process accounts receivable/payable and handle payroll in a timely manner

Requirements

Proven bookkeeping experience

Solid understanding of basic bookkeeping and accounting payable/receivable principles

Proven ability to calculate, post and manage accounting figures and financial records

Data entry skills along with a knack for numbers

Hands-on experience with spreadsheets and proprietary software

<https://resources.workable.com/job-descriptions/>



Proficiency in English and in MS Office

Customer service orientation and negotiation skills

High degree of accuracy and attention to detail