

Bookkeeper – Local

Job Description

Affordable Insight is seeking an Outsourced Services Bookkeeper to join our Family Office practice. This position requires the ability to manage multiple tasks simultaneously in a very fast paced environment. The ideal candidate must be good with people, highly organized and self-directed, and have a good attitude with a professional demeanor.

Responsibilities:

- Support Outsourced Services Department with routine accounting duties
- Ensure that AP & AR are entered accurately and paid/collected in a timely manner
- Process payroll (with certain clients) in a timely manner
- Ensure that monthly bank reconciliations are completed for all client bank account(s)
- Prepare payroll and sales/use tax filings (with certain clients)
- Maintain an orderly electronic accounting filing system in File Explorer, Documents, sub-folders
- Meet with CPA twice a month, call and text the CPA as needed. GoToMyPC available for help

Requirements:

- Prior experience in bookkeeping
- Proficiency with Microsoft Office (Word, Excel, and Outlook)
- Advanced QuickBooks and/or QuickBooks Online
- Excellent oral and written communication skills

Compensation/Schedule:

- Commensurate with experience (hourly wage + overtime)
- Full benefits (health, vacation, 401K) or you can work as a 1099 contractor
- This position is well-suited for current accounting students looking to get their foot in the door
- We are open to flexible scheduling options