

Bookkeeper Job Description

RESPONSIBILITIES

Under the supervision will perform complete bookkeeping duties to our small business clients in a dedicated and professional manner as if you were an employee of the client.

DUTIES

General

- 1- Follow Company procedures and systems. Maintain independence as to our relationship with our clients. Discuss any independence issues or questions with you manager and Jackie Amerson
- 2- Portray a neat, professional image with the way we dress and communicate with our clients
- 3- Maintain neat and orderly work areas (desk, bookcases, computer work station)
- 4- Telephone answering, and other related activities

Bookkeeping/Payroll Check Writing

- 1- Do Payroll Check Writing, Accounts Receivable and Accounts Payable, if applicable
- 2- Return the client's phone calls timely and courteously
- 3- Review and prepare client accounting data and keypunch for computer preparation of monthly financial reports
- 4- Reconcile bank statements and notify client of adjustments to the checkbook balance
- 5- Prepare accurate and timely payroll tax deposits, quarterly payroll tax returns and year-end W-2s and 1099s
- 6- Prepare sales tax returns
- 7- Prepare accurate filing instructions to client for payroll and sales tax reports
- 8- Maintain subsidiary records for fixed assets, loan balances and others deemed necessary by the supervisor/manager
- 9- Maintain accurate and complete workpapers and journal entries that will provide for an easy and understandable audit trail to entries in the detailed general ledger
- 10- Communicate with the client on timely and proper reporting and maintain a complete and accurate flow sheet of data
- 11- Compile monthly financial reports for accuracy, completeness, reasonableness and submit for review within 7 days, allowing time for review, correction and issuing within 10 days of receiving all client info.
- 12- Prepare financial statement assembly
- 13- Analyze and reconcile accounts as required by the supervisor/manager
- 14- Prepare IRS and State payroll and sales tax correspondence on a professional and timely manner for supervisor/manager to review and sign
- 15- Prepare miscellaneous reports for clients as required
- 16- Prepare monthly practice management reports as required

Positive Attitude - The Client is the Most Important Person in our Business!