

Order Number:

NY1494012

Date Job Order Received:

03/11/2024

Number of Openings:

1

Company Name:

Blackwell Bookkeeping

Job Title:

Bookkeeper

Minimum Experience Required:

2 years

Job Description:

The Senior Bookkeeper will be responsible for accurately categorizing and recording financial transactions in QuickBooks Online, ensuring the accuracy of bookkeeping tasks performed by our bookkeepers, conducting quality checks, entering advanced bookkeeping entries, identifying process inefficiencies, and assisting with budgeting and financial analysis activities. This is a part-time, W2 position, 20 hours per week, a four-day work week. It could be more if you wish to take on other administrative roles. Daily, you must be on for 2 hours between 9 a.m. and 2 p.m. EST; this way we can collaborate. This remote position requires access to a reliable internet connection and a quiet work environment. The Senior Bookkeeper will report to the Account Manager. List of Job Responsibilities: Monitor and ensure the accuracy of bookkeeping tasks performed by bookkeepers. Conduct quality checks and provide feedback for improvements. Enter advanced bookkeeping entries, including accruals, prepayments, intercompany transactions, and depreciation. Identify inefficiencies in bookkeeping processes and implement solutions to streamline workflows, reduce errors, and optimize productivity. Please include I've got Mike and Ikes!! in your application email subject line. Assist with budgeting, financial analysis, forecasting, and expense-tracking activities. Assist with weekly payroll. Review payroll reports for accuracy and enter necessary entries to record payroll. Establish standardized procedures to ensure accurate and seamless handoff of financial records. Requirements: Education: Associates degree in Accounting or related field (preferred) Experience: Minimum of 2 years of experience in bookkeeping or associated roles Equipment: Proficiency in QuickBooks Online and Google Suite Where to Apply: Please email your resume and cover letter to hello@blackwellbookkeeping.biz Complete the attached questionnaire:

<https://docs.google.com/forms/d/e/1FAIpQLSdJ3LqteXr5fZB8DQgE-r1Q4TNfTZpgz5X-QLO>

r_ZL4zrKktQ/viewform?usp=pp_url Deadline to Apply: Applications will be accepted until March 25th

Job Location:

Lowville, New York

Pay:

\$22.00 Hourly

Benefits:

Vacation

Hours per Week:

20

Duration:

Part Time, Regular

Work Days:

Monday thru Friday

Shift:

Not specified.

Public Transportation:

Information not provided.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

No Driver License requirements specified.

How to Apply:

To apply, contact the employer by telephone, by email, or on-line:

Phone: Blackwell, Kelsey (315) 486-7812

Email: hello@blackwellbookkeeping.biz

Web-site: <https://docs.google.com/forms/d/e/1FAIpQLSdJ3LqteXr5fZB8DQgE-r1Q4TNfTZpgz5X-QLO>