

Order Number:

NY1530877

Date Job Order Received:

03/27/2025

Number of Openings:

1

Company Name:

Blackwell Bookkeeping

Job Title:

Senior 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 W2 position, a four-day work week with full time potential. Daily, you must be on for 2 hours between 9 a.m. and 2 p.m. EST; this way we can collaborate. This hybrid position requires access to a reliable internet connection and a quiet work environment. The Senior Bookkeeper will report to the Bookkeeper.

Perks of the Job: Opportunity to work with a dynamic and collaborative team Remote Work with a flexible work schedule Competitive pay Professional growth and development opportunities Paid time off

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 Ike's!!" 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. Review financial reports and statements for management, clients, and regulatory purposes. Assess and implement accounting software tools that facilitate efficient bookkeeping processes. Stay up-to-date with accounting regulations, industry standards, and best practices to ensure compliance. Maintain client communication between the bookkeeper and the client. Maintain data security and confidentiality in all bookkeeping activities. Document bookkeeping procedures, guidelines, and best practices for future reference and training purposes.

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 Job Non-Negotiables: Attention to detail and accuracy in bookkeeping tasks Strong knowledge of accounting principles and practices Ability to analyze financial data and generate reports Excellent communication and interpersonal skills Ability to work independently and meet deadlines Problem solver

who is solution-oriented You must be all-in on Blackwell Bookkeeping LLC - this position is not open to those looking to build their own business. Job Nice-to-Haves: Experience in training and mentoring junior bookkeepers Familiarity with tax regulations and compliance procedures Experience with the following other software: Notion Asana Gusto Slack OnPay Bill.com If you are a detail-oriented and experienced bookkeeper, passionate about accuracy, efficiency, and client satisfaction, we are the right fit for you! Join our team and contribute to our mission of delivering exceptional bookkeeping services to ensure our clients can understand their financials and allow themselves to make informed decisions to grow their businesses. Where to Apply: Please email your resume and cover letter to hello@heyroxobm.com Complete the attached questionnaire: https://docs.google.com/forms/d/e/1FAIpQLSdJ3LqteXr5fZB8DQgE-r1Q4TNfTZpgz5X-QLOr_ZL4zrKktQ/viewform?usp=pp_url Deadline to Apply: Applications will be accepted until April 11th.

Job Location:

Lowville, New York 13367

Pay:

\$21.00 Hourly

Benefits:

No benefits specified.

Hours per Week:

Not specified.

Duration:

Full Time, Regular

Work Days:

Monday Thru Friday

Shift

Not specified.

Public Transportation:

Not specified.

Minimum Education Required:

Associates Degree

Driver Licenses, Including Endorsements:

Not specified.

How to Apply:

To apply, contact the employer by: Internet

Web-site:

https://www.indeed.com/viewjob?jk=de313c42c9c02e98&from=shareddesktop_copy