Part-time Accounting Assistant/Bookkeeper

I run a bookkeeping service for small businesses. My business is growing and I need to create a team to assist me in meeting my clients’ needs. This position will work well for a college student going into his/her junior or final year of an accounting course. It will enable you to combine your theoretical knowledge with practical application. The scope of the work will grow as you learn and master the more fundamental tasks. My location is the Cool Springs area where Brentwood and Franklin meet, close to I65.

Tasks & Responsibilities

- Data entry into QuickBooks Online
- Reconciling bank accounts
- Reconciling credit card accounts
- Preparing reports in Excel
- Organizing receipts and client paperwork
- Preparing invoices and recording expenses
- Reviewing Accounts Receivable & assisting with collections work
- Maintaining timesheet records and payroll data
- Assist in maintaining calendars and To Do Lists
- Preparing monthly reports for clients
- Assist in sales & use tax filings
- Assist with year-end balance sheet reviews
- Organize W-9 forms and assist with 1099 reporting

Skills & Experience

- Organized – We must be organized so that our clients can focus on running their businesses
- Trustworthy – Our clients trust us to keep their information confidential
- Ready to learn – I can teach you how to use QuickBooks & other accounting skills but you must be open to learn new things
- Dependable – We will be a small team and although there will be some flexible on when hours are worked the work must get done in a timely manner
- Good communication skills – polite & friendly telephone manner, clear & concise emails
- Excel knowledge – Basic to intermediate level needed
- Accounting knowledge – Understand debits & credits, profit & loss statements, balance sheets cash flow statements and how they relate to each other

Benefits of this job

- Pay is $15 per hour with pay raises once trained & contributing at the required level
- Work at my home office while being trained with the option to work remotely available once you have proved yourself capable
- Good on-the-job training
- Flexible hours with consideration given to your exam schedules

Send applications to: june.callahan@qb-bk.com