Now Hiring: Part-Time Bookkeeper

Bean Counter 4 Hire is a multi-award winning cloud-based bookkeeping and accounting firm. Our unique cloud-based process has been nationally recognized and we have been named one of the top 50 cloud accounting firms of 2017. By joining Bean Counter 4 Hire you will become part of a group made up of forward-thinking, tech-savvy business professionals who are pioneering the cloud accounting industry for years to come.

Compensation - $15 to $20 Hourly DOE

This is a part-time position with the opportunity to grow into full-time. Competitive compensation that rewards efficiency. This is a 90% virtual position with the opportunity to be 100% virtual. Your schedule can be flexible as long as it's during normal business hours. We ask that team members participate in 1 team meeting per week which may be virtual.

Job responsibilities include but are not limited to:

Utilizing a formal accounting education or experience performing bookkeeping functions utilize a variety of software (Xero, Gusto, Bill.com, etc.) to perform accounting transactions based on GAAP standards. Perform bank and credit card transaction categorization on a weekly basis and related account reconciliations on a monthly basis. Manage the accounts payable function by processing vendor invoices, ensuring approval authorizations, and initiating bill payments. Perform customer invoicing and appropriate collections/follow-ups. Handle payroll entries into applicable payroll systems, manage timesheet approval processes and perform payroll transaction entries within the accounting system. Deliver financial reporting to clients on established weekly and monthly schedules.

Qualification:

Degree in Accounting is preferred
Certified Bookkeeper is preferred
Strong general accounting skills required
Ability to problem solve and work independently required
Excellent verbal and written communication skills
Must be comfortable and proficient with technology

**Experience:**
2 Years bookkeeping experience preferred
Xero Accounting Software experience preferred
QBO experience will be considered
Prefer experience with tax filings and payroll processing

**How To Apply:**

To apply please email your cover letter and resume to:

info@beancounter4hire.com

Please note:
ONLY Applicants with a cover letter will be considered. In your cover letter please describe why you want this position, your educational experience and goals, and what accounting courses you have completed. Your cover letter is your chance for us to get to know you and set you apart from other applicants.