Job description for Virtual Bookkeeping Pro

Virtual Bookkeeping Pro is looking to hire a part-time bookkeeper for their staff. This will be a part time, remote, 1099 position. This position could lead to full time W-2 eventually. This is an entry-level position. You will report directly to the owner of Virtual Bookkeeping Pro.

Experience in Quickbooks Online is preferred. We are looking for a self-starter, with an eye for detail, ability to meet deadlines, ability to communicate using video, zoom, or other technology as necessary. The ability to prioritize projects with excellent data entry skills. Will be required to use other software as necessary such as Housecall Pro.

Some of the duties include:

Documenting transaction details

Putting together financial reports

Notify senior staff of any accounting errors

Reconciling bank accounts and credit cards

Proper classification of transactions

Handle potential errors due to integration between Quickbooks Online and other software

Learning and using other software to help with processes

Please send email to

[tracy@virtualbookkeepingpro.com](mailto:tracy@virtualbookkeepingpro.com) with a cover letter and resume.