Office Manager/Bookkeeper

Local Accounting firm seeking part-time employee.

Job Responsibilities:

Clerical/Administrative functions

Schedule Appointments

Answering Phone Calls

Mailing

Supplies

Research/verification of data, posting accounting to general ledgers

Perform banking and reconciliation functions as required.

Coordinate the preparation of financial statements and financial reports.

Interface with outside accounting experts such as tax CPA, auditors, and QuickBooks Certified ProAdvisor consultants.

Create and maintain vendor records, including contact information, payment terms, and any other information required.

Create and maintain customer records including contact, delivery, and payment information.

Create and maintain employees including contact information, payroll salary or rate information, and related employment data, such as W-4s and other new hire paperwork.

Proficiency with Microsoft Office Suite including Word, Outlook, and Excel.

The candidate should have an Associate's degree in accounting or business administration, or equivalent business experience, as well as a knowledge of bookkeeping and generally accepted accounting principles. Should be very detail oriented.

Resume and references required.