



BOOKKEEPER

CironeFriedberg has an opportunity for a full-time, experienced Bookkeeper to join our team. If you are interested in providing high quality client service and seek opportunities for personal growth, professional development, and recognition, we want to talk to you.

Summary of Responsibilities

Reporting to the Director of Financial Services, the Bookkeeper handles company ledgers for multiple clients to ensure accuracy and compliance with finance law. Enter data into spreadsheets and bookkeeping software, compile reports, gather and organize bank statements, highlight discrepancies in company records and research possible reasons for errors or differences in expected versus actual account balances.

Essential Functions

- Responsible for full cycle accounting duties
- Accounts payable - code and enter vendor expense invoices
- Process accounts receivable and invoice customers
- Reconcile monthly bank, loan and credit card statements
- Reconcile Balance Sheet and Income Statement accounts
- Recording payroll journal entries
- Ensure accuracy of general ledger
- Ad hoc analysis schedules

Education, Experience, and Skills Required

- Associate's degree in accounting or related field, preferred
- 5+ years of experience in a bookkeeping role
- Advanced accounting and bookkeeping software experience
- Well versed in all versions of QuickBooks including QuickBooks Online
- Aptitude for business
- Detail oriented, highly organized, professional, excellent communication
- Able to work with confidential information professionally
- Excellent analytical skills
- Able to manage multiple projects simultaneously
- Must be comfortable meeting tight deadlines
- Experience with financial statements and tax returns



Click Here to submit your resume for consideration.