**Full Charge Bookkeeper**

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| **Now Hiring Full Charge Bookkeeper**We are currently seeking a Full Charge Bookkeeper with a strong work ethic, high standards, and a winning attitude to join our team and to facilitate continued growth. Ideal candidates will possess more than 5 years of accounting-related experience with their most-recent or previous employer, combined with demonstrated increasing levels of responsibility throughout their employment history; have exceptional attention to detail, and a strong grasp of fundamental accounting concepts.**Primary responsibilities include:** * Daily maintenance of Sales/Credit Card/Cash Receipts Journals.
* Ensures timely entry of financial data to prepare and deliver month end financials to the owner.
* Preparation and posting of monthly and quarterly journal entries and closings
* Receives bills and reviews for accuracy, disputes inaccurate charges, and processes approved bills for payment.
* Accounts payable, billing & all vendor collections, including chargebacks.
* Bank reconciliations, General ledger Account Analysis, Lab Bill reconciliation.
* Matches up check payments to corresponding bill(s) and mails payments to appropriate payment address. (Accounts receivables/accounts payable).
* Receives and posts payments and works to resolve any discrepancies in a timely manner.
* Prepares and makes bank deposits and records deposits into QuickBooks.
* Sales Tax & Commercial Rent Tax filing.
* Maintains accurate and up-to-date financial reports and supporting records using organized file system.
* Identifies expense trends and makes cost-savings recommendations.
* Daily cash flow management and reporting.
* Keeps chart of accounts and customer/vendor lists accurate and up-to-date.
* Inventory control and budgeting controls.
* Ability to work independently and multitask in a fast-paced environment.

**Minimum Qualifications:** * Dental or health care experience preferred.
* 5+ years demonstrated bookkeeping and/or other accounting-related experience.
* Computer literate with proficiency in QuickBooks, Intuit, MS Office applications (Excel) or equivalent (Google Sheets), and internet navigation.
* Knowledge of accounting principles, with strong analytical and organizational skills.
* Keen attention to detail and thorough investigative skills.
* Excellent interpersonal and communication skills (both written and verbal).
* Ability to multi-task and take initiative to identify outstanding tasks and see them through to completion.
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