**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. |