

## **Job Title: Full Charge Bookkeeper**

### **Responsibilities**

- Bookkeeping for the full accounting cycle
- Downloading and coding bank and credit card activity
- Reconciling bank and credit card accounts
- Accounts payable
- Accounts receivable
- Prepare sales tax returns, payroll tax returns, month-end journal entries and year end journal entries
- Payroll
- Benefits calculations
- Invoicing
- Maintaining positive customer relations

### **Requirements/Qualifications**

- 5+ years of full charge bookkeeping experience
- Proficient in QuickBooks Pro
- Proficient in QuickBooks Online
- Proficient in Microsoft Office
- Strong organizational skills
- Strong technology skills
- Strong attention to detail
- Strong verbal and written communication skills
- Ability to work independently as well as with a team
- Ability to prioritize
- Work with initiative
- Manage time effectively
- Maintain strict adherence to confidentiality
- Must be able to pass a background check

### **Hours/Pay**

- Full time
- Competitive Pay
- Benefits Available: Health Insurance, Simple IRA

Please send your resumes to [brooke@michaeljwhite.com](mailto:brooke@michaeljwhite.com)