



## **Position: Full Charge Bookkeeper PLUS:**

A small business in Chatsworth is currently seeking a detail oriented dedicated full-time bookkeeper with exceptional reconciliation skills. Expert experience with Excel and QuickBooks is an absolute must. A minimum of 10 years experience required.

### **Duties and Responsibilities:**

1. AP/AR: input bills, issue checks, mail payments, manage office vendor/client contracts.
2. Set up monthly monetary wiring instructions and verify receiving account status.
3. Verify and process payments, deposit checks.
4. Perform timely billing reconciliations for a multitude of client accounts to company database and insurance carrier.
5. Credit/Debit Cards: verify and organize receipts, expense allocation, enter into QuickBooks 2013 Edition.
6. Monthly bank reconciliations
7. General Ledger maintenance and journal entries.
8. Maintain orderly accurate corporate documents, spreadsheets and files
9. All Corporate filings in a timely manner.
10. Preparation for end of tax year and liaison with CPA
11. Manage payroll; Plus W-2s and 1099s
12. General bookkeeping and administrative tasks as needed.

### **Minimum Requirements:**

Exceptional computer and spreadsheet skills

Strong accounting/bookkeeping experience

Solid understanding of standard accounting practices, general bookkeeping and commonly used concepts and procedures

Good written and oral communications

Must be detail oriented-accuracy is essential

Ability to work collaboratively and independently with a high confidentiality and thoroughness