

Sample Bookkeeper Job Description

The Bookkeeper will handle all [Company] day-to-day financial tasks. From accounts payable to accounts receivable, along with all payroll and bank reconciliation management, this role is a vital part of [Company's] trusted management team. The Bookkeeper will also be the main point of contact for customer billing questions. To succeed in this role, applicants must have high-level Excel skills and experience with major financial and accounting software.

Responsibilities:

- Record all day-to-day financial transactions
- Reconcile all bank accounts monthly
- Monitor financial transactions
- Prepare daily, weekly, monthly, quarterly, and annual financial statements and reports for management
- Process accounts receivable and payable
- Process all checks
- Update and manage all ledgers
- Process payroll
- Prepare annual reports for accountant

Qualifications:

- Strong knowledge of general accounting principles
- Experience with bookkeeping and accounting software
- At least two years of bookkeeping experience
- Strong written and verbal communication skills
- Attention to detail
- Ability to prepare, review, and understand financial statements and documents