# 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

