

## **Full Charge Bookkeeper**

BrightBooks, LLC is one of the fastest growing bookkeeping firms in Connecticut and we are looking for an **expert level** Bookkeeper to join our team. The firm is employee-centric and utilizes the latest cloud-based technology in order to best serve their clients. Salary commensurate with experience.

This position will be responsible for providing in person and remote financial support to external clients. The ideal candidate should possess a strong and proven bookkeeping and QuickBooks Online background and have the ability to understand small business accounting and financial processes.

The Bookkeeper will handle the following financial transactions for a variety of clients and exciting start-ups. Primary responsibilities include:

### **Job Description**

- Client account preparation and cleanup
- Conversion of client accounts to QuickBooks Online
- Handling Accounts Receivable (AR)
- Entering and paying Accounts Payable (AP) invoices
- Bank and Credit Card Reconciliations
- Account Reconciliation
- Sales Tax filing
- Handling special projects as required
- Compiling expense reports
- Organizing and filing documents
- Maintaining confidential files
- Consulting on client's bookkeeping/accounting software, POS, and other technology systems

### **Skills and Qualifications**

- At least four (4) years of bookkeeping experience
- Expert with QuickBooks Online, experience with QuickBooks Desktop a plus
- QuickBooks Online Certified
- Knowledge of how to integrate credit card and vendor transactions via QuickBooks and QuickBooks online
- Proficient in Microsoft Excel
- Experience with compiling and filing Sales Tax
- Strong organizational skills; ability to schedule and accomplish assigned tasks in a timely manner
- Articulate communication skills as well as grammar and spelling
- Comfortable with technology and learning new systems
- Take charge, friendly, collaborative, upbeat "can-do" attitude

### **Preferred Qualifications**

- QuickBooks Pro Advisor credentials
- QuickBooks Online Advanced Certification
- QB Apps and financial automation experience
- Strong understanding of cash and accrual posting and reporting