



My Paper Pusher, LLC

bookkeeping experts

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JOB DESCRIPTION

TITLE: Full-Charge Bookkeeper
REPORTS TO: Bookkeeping Supervisor
SUPERVISES: N/A

SUMMARY: Maintains records of financial transactions by establishing accounts; posting transactions; creating, analyzing, and explaining reports.

ESSENTIAL DUTIES AND RESPONSIBILITIES includes but may not be limited to the following:

- Performs data entry, captures and balances work received from clients on a scheduled basis
- Recording bank transfers, wires, and ACH and credit card payments
- Maintaining the client's financial records using bookkeeping software and online spreadsheets
- Maintaining supporting documentation as ready reference of any recorded transaction
- Maintains historical records by filing documents
- Prepares appropriate schedules and reports as requested by clients
- Prepares financial reports by collecting, analyzing, and summarizing account information and trends on a monthly, quarterly, half-yearly, and yearly
- Drawing up the trial balance and the balance sheet of the company
- Checking financial reports for accuracy
- Preventing, rectifying, or reporting errors made while recording, posting in or balancing any account
- Reconciling all accounts periodically
- Receives, approves, and, when necessary, investigates client's accounts payable invoices
- Processing sales invoices, receipts, and returns
- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts
- Calculating taxes, prepare payments to creditors, and analyzing financial statements
- Prepare accounts receivables for client to deposit into client bank accounts
- Handles client payroll
- Preparing and processing payroll
- Assisting in the development of the annual budget of the company and monitoring the budget
- Keeps track of client assets
- Communicates with accountants on tax return preparation
- Assisting with preparation for audits
- Generates 1099s and W-2s for clients
- Contributes to team effort by accomplishing related results as needed
- Arriving on-time at client's work site
- Train client with bookkeeping software and practices
- Staying up-to-date with changes in the state and country-wide financial laws
- Elevating problems and issues to supervisor
- Performs other duties as assigned from time to time by supervisor

KNOWLEDGE AND EXPERIENCE REQUIRED:

- High school diploma or GED
- Completion of 2 accounting courses
- Bookkeeping certification (obtainable after 2 years of bookkeeping experience), with 60 CPE credits every 3 years to maintain the certification
- Knowledge of computerized accounting, but must be able to do a manual set of books
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns
- Well-versed with accounting practices, GAAP and tax laws
- Computer literate and know how to operate QuickBooks
- Send and receive emails and keep an email inbox organized
- Use a word processing program like Microsoft Word
- Use a spreadsheet program like Microsoft Excel
- Keep computer files properly organized placing files in appropriate computer folders

SKILLS REQUIRED:

- Excellent interpersonal skills and customer service skills
- Excellent organizational skills
- Excellent keyboarding skills
- Ability to analyze information
- Ability to deal with complexity
- Attention to details and thoroughness
- Ability to perform several tasks concurrently with ease and professionalism
- Ability to operate calculator, computer, and other general office equipment
- Ability to communicate clearly and concisely, verbally and in writing, in English
- Must be able to keep client matters strictly confidential

BEHAVIORS REQUIRED:

- Expected to be highly accurate, and identify to spot any errors in records
- Ability to learn and adapt quickly
- A positive outlook and vision
- Must stand by the service we deliver
- Lifelong learner who enjoys improving knowledge
- Strong professionalism both in appearance and presentation
- Can work independently

PHYSICAL DEMANDS:

- Light to moderate physical activity performing non-strenuous activities of an administrative nature to include:
 - Sitting or standing for extended period of time
 - Lifting up to 25 lbs.
 - Working in a well-lighted, heated and/or air-conditioned indoor office setting with adequate ventilation
 - Using manual dexterity sufficient to handle/reach items and works with fingers
 - Using close/distance/peripheral and depth perception
- Reliable transportation with proof of valid driver's license and auto insurance or the ability and means to travel on a flexible schedule for conducting home visits and other required community-wide travel.