



# BALANCED BOOKS

## Bookkeeping & Consulting

### Job Description: Bookkeeper

#### About Us

At Balanced Books, LLP, we are a fast-growing firm dedicated to providing exceptional bookkeeping services. Based in California's Central Valley, we support small and medium-sized businesses locally and nationwide with accurate, timely, and insightful financial services. We believe in creating a professional yet enjoyable work environment, where people are our greatest asset. We invest in your development through ongoing training, mentorship, and leadership opportunities, empowering you to grow and advance in your career. At Balanced Books, you're not just an employee; you're a valued part of our team. If you're ready to make an impact and grow with a thriving company, we'd love to meet you.

#### Summary

We are seeking a detail-oriented and organized Bookkeeper to join our team. In this role, you will perform various bookkeeping tasks while maintaining high-quality customer service. Client satisfaction is the success of our company and should be your number one priority. You will need the ability to efficiently manage your workload and prioritize tasks to ensure that all deadlines are met.

#### Key Responsibilities

- Financial Record Management:
  - Use QuickBooks Desktop and/or QuickBooks Online to manage and maintain client accounting records.
  - Manage client information across multiple database platforms, including QuickBooks, QuickBooks Online (QBO), Microsoft Word and Excel, Keeper, etc.
  - Enter financial transactions accurately, including invoices, bills, and journal entries.
  - Process payroll, pay bills, and handle accounts payable and receivable tasks.
  - Reconcile bank and credit card statements to ensure accuracy.
  - Review financial reports such as balance sheets, income statements, and other client-specific requests.
  - Assist with light financial statement analysis, including managing balance sheet documentation and support.
  - Ability to check for accuracy in figures, postings and financial reports.
  - Research solutions to variances and discrepancies in financial data.
- Client Interaction and Customer Service:
  - Engage in professional client correspondence through phone calls, emails, and in-person meetings.
  - Provide excellent customer service by addressing client inquiries promptly and effectively.
  - Maintain client files, both hard copy and electronic records, ensuring they are organized and up-to-date.
  - Organize client records and documentation systematically.
- Administrative and Organizational Tasks:

- Assist with managing company deadlines and ensure timely completion of assigned tasks.
- Efficiently manage time and properly record it for company billing purposes.
- Ensure quality assurance by checking for accuracy in figures, postings, and reports.
- Research and resolve any discrepancies or issues that arise.
- Maintain client confidentiality at all times.
- Adhere to company policies and procedures regarding data security and privacy.
- Team Collaboration and Independence:
  - Work independently, multi-task, and handle a variety of responsibilities without constant supervision.
  - Demonstrate initiative in managing workload and seeking solutions.
  - Collaborate effectively with team members to ensure seamless service delivery.
  - Contribute positively to the team environment with a proactive and can-do attitude.
- Skills & Abilities:
  - Strong computer skills and ability to learn new software quickly.
  - Excellent written and verbal communication skills.
  - Strong customer service skills with the ability to interact professionally with clients.
  - Highly organized, detail-oriented, efficient, and thorough.
  - Ability to prioritize tasks and manage time effectively.
  - Ability to check for accuracy and identify discrepancies in financial data.
  - Capable of performing light financial statement analysis.

### **Minimum Qualifications**

- High school diploma or GED.
- At least one year of prior customer service experience.
- Proficiency in MS Word, Excel, and Outlook.
- Proficiency with 10-key calculators.
- Must be able to pass employer given QuickBooks quiz.

### **Preferred Qualifications**

- Associate degree in accounting, business administration, or related field; or equivalent business experience (2 years of office experience).
- At least one year of bookkeeping experience using QuickBooks Desktop or QuickBooks Online.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, or hear, as well as use hands and fingers to handle or feel.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually quiet.

## **Benefits**

- Subsidized Medical/Dental/Vision
- Paid Time Off and Sick Time available
- Eight paid holidays
- 401(k) savings plan with employer match
- We offer flexible work schedules that promote work/life balance
- We offer opportunities for growth and professional development, including potential advancement to senior bookkeeping positions.