We are looking for an experienced Full Charge Bookkeeper. This is a permanent full-time position for someone who is looking to remain long-term.

Essential Duties and Responsibilities:

* Full cycle Accounts Receivable including timesheet collation, invoicing and collections
* Full cycle Accounts Payable
* Reconcile bank statements
* Reconciles all revenues with the general ledger
* Reconciling bank and credit card accounts
* Processes expense reports
* Process monthly and biweekly payroll
* Prepare payroll taxes
* Prepare financial statements
* Annual reconciliations for fixed assets, workers compensation, insurance etc.

Minimum requirements:

* Associates Degree in accounting or related field
* 5 to 10 years’ experience as a full Charge Bookkeeper, not just facets of bookkeeping
* Multiple years’ experience with QuickBooks
* Above average computer skills
* Experience with ADP Workforce Now preferred
* Strong work ethic with a defined sense of urgency
* Organized self-starter with strong attention to detail
* Experience with job costing and timesheet management is preferred