

Bookkeeper/Staff Accountant

The Bookkeeper/Staff Accountant maintains financial records, including purchases, sales, receipts and payments while working closely with our accounting team to maintain financial reporting, manage accounts receivable, payroll data, and reconciliations of accounts. The Bookkeeper/Staff Accountant reports to the Controller.

Responsibilities

- Record and post day-to-day financial transactions.
- Prepare and post entries to the general ledger.
- Reconcile bank accounts to the general ledger.
- Prepare and process billing for projects
- Prepare and process payroll for export to payroll service.
- Reconcile payroll records from payroll service to the general ledger.
- Updating payroll records by entering any changes to employee information or benefits such as job title changes, exemptions and deductions.
- Resolving payroll discrepancies and answering any employee payroll queries.
- Communicates with administrators for benefit plans and providers.
- Preparing PTO request balances, adding to Payroll, calendar and communicating with the team.
- Supports the Controller and CFO in various projects and company initiatives.

Requirements

- Associate's degree in Finance, Accounting or Business Administration.
- 2 years experience in a similar role.
- Solid understanding of bookkeeping and accounting principles.
- Ability to calculate, post and manage accounting figures and financial records
- Computer skills and exceptional knowledge of Microsoft Excel, Outlook, and Word.
- Solid and professional interpersonal and communications skills.
- Strong sense of urgency.
- Ability to prioritize tasks to effectively meet deadlines.
- Strong problem solving and critical thinking skills.
- High level of organization and attention to detail.
- Comfort with multi-tasking in a deadline-driven environment.
- Excellent time management skills.
- Ability to work with confidential data.