**Entry Level Bookkeeper Job Description**

horizontal line

**Job Title: Entry-Level Bookkeeper**

**Location: [City, State or Remote]**

**Job Type: [Full-Time/Part-Time]**

**Company Overview:** Join [Company Name], a [describe company, e.g., "dynamic startup focused on providing innovative tech solutions" or "well-established retailer dedicated to quality and customer service"]. We are looking for an enthusiastic and dedicated Entry-Level Bookkeeper to support our accounting department with day-to-day financial tasks and contribute to our overall financial operations.

**Job Description:** As an Entry-Level Bookkeeper at [Company Name], you will assist with the maintenance of our financial records, including purchases, sales, receipts, and payments. This role requires a keen eye for detail, a strong foundation in accounting principles, and a commitment to accurately maintaining financial documentation under the guidance of senior accounting staff.

**Responsibilities:**

* Record day-to-day financial transactions and complete the posting process.
* Verify that transactions are recorded in the correct daybook, suppliers ledger, customer ledger, and general ledger.
* Bring the books to the trial balance stage.
* Perform partial checks of the posting process.
* Enter data, maintain records and create reports and financial statements.
* Process accounts receivable/payable and handle payroll in a timely manner.
* Assist with budget preparation.
* Assist with tax filings and document preparation for audits.
* Support month-end and year-end close processes.

**Qualifications:**

* Associate’s degree in Accounting, Finance, or relevant field; or current enrollment in a related degree program.
* Familiarity with bookkeeping and basic accounting procedures.
* Competency in MS Office, databases, and accounting software (e.g., QuickBooks).
* Aptitude for numbers and quantitative skills.
* High level of accuracy and attention to detail.
* Excellent organizational and multitasking abilities.

**Why Join Us:**

* Opportunity to grow and develop your career in accounting within a supportive environment.
* Exposure to industry-standard accounting practices and innovative financial strategies.
* Competitive compensation and benefits package.

Interested candidates should submit a resume and a brief cover letter outlining their qualifications and why they are interested in this role at [Company Name].