

Entry Level Bookkeeper Job Description

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].