

Experienced Bookkeeper

East Bay technology integrator and specialty contractor seeking bookkeeper to be a part of our management team in a casual friendly environment. This position requires a dynamic individual with the skills and attention to detail to follow established accounting procedures and processes.

Responsibilities include:

- **Daily Workflow:** Working with QuickBooks Enterprise (Desktop version of QB hosted in the cloud)
- **Cash Management:** Manage and process weekly A/P, enter cash receipts, bank deposits, and perform bank reconciliations in QB. Perform month & year end close activities, quarterly sales tax preparation and submission, quarterly reporting for contract maintenance, annual insurance audits, etc.
- **Financial Reporting:** Working with CPA, prepare monthly close financial reports as well as weekly financial updates for team (Balance Sheet and P&L review and analysis for management team)
- **Special Projects:** Assist President and management with special accounting projects.
- **Human Resources:** Payroll, benefits administration, vacation, 401K, vacation/sick leave tracking, etc.

Position requirements:

- Experience working with similar sized small companies required
- 5+ years bookkeeping experience desired-- expert using QuickBooks
- Strong accounting background-- Balance Sheet, P&L, Budgeting and Cash Flow analysis and Projections
- Ability to create accurate monthly closing reports
Excellent verbal and written skills
- Ability to work well with others, willingness to “do what it takes” to get the job done, sometimes outside of job description if needed
- Strong organizational skills
- Flexibility to multi-task and manage priorities, working with project managers, sales staff and management, to generate work orders, invoices and daily requests
- Must be able to manage a high volume of work requests and interact positively with staff
- Manage ongoing financial reporting and payment requirements, such as state of equalization, recurring expenses, and contract audits

Skills that would make a strong candidate:

- Expertise with QuickBooks inventory methods
- Proven experience with merchant services accounts
- Strong skills handling bank and credit card reconciliation
- Experience working with a cost accounting system or transitioning to a new accounting system or module

Education/Experience Requirements:

B.S. degree preferred or associates degree with the equivalent work experience as a Bookkeeper for a small or medium size business.

It is our policy to provide equal employment opportunities and the Company will not unlawfully consider any factors of race, religion, age, creed, national origin, gender, disability, sexual orientation, veteran status, genetic information or any and all other unlawful biases regarding federal, state or local laws with regard to workers or applicants.