

Part-time Bookkeeper/Accountant

Position Summary:

This position is responsible for applying bookkeeping/accounting principles and practices to a range of financial records, such as general ledger, accounts payable and accounts receivable. The position is expected to require approximately 15 - 20 hours per week.

Responsibilities:

- Obtain primary financial data for accounting records; enter data into QuickBooks, identify discrepancies, and reconcile and balance all accounts
- Process accounts payable transactions including bills received, credit card charges and other invoices; review invoices for accuracy; input financial information into QuickBooks and ensure proper classification; disburse payments in a timely manner
- Create customer invoices, maintain reporting of open A/R and follow-up with customers accordingly
- Submit and track invoices in the DoD's WAWF system
- Post and classify accounts receivable transactions, prepare deposit slips and deposit customer checks when needed, and maintain accurate and comprehensive records of transactions
- Update QuickBooks with monthly deferred revenue and ensure accurate tracking and reporting
- Prepare a variety of financial statements and reports on a regular and ad hoc basis by collecting, analyzing and summarizing account information
- Work with external accounting firms, banking institutions, vendors and customers to answer questions, resolve problems, provide information and ensure smooth financial operations
- Assist CEO, CPO and CMO with budget preparation
- Oversee company business and travel expense reporting; review and audit employee expense reports; contact employees regarding discrepancies; reconcile monthly credit card statements and process employee reimbursements
- Assist with tax preparation and reporting; provide sales and market share information as requested by States; complete external audit requirements
- Ensure compliance with federal, state and local regulatory reporting requirements

Skills & Qualifications:

- Bachelor's degree in Accounting or Finance preferred
- 2 - 3 years of experience in bookkeeping, including A/P and A/R
- Knowledge and proficiency in QuickBooks, Microsoft Office Suite and expense reporting software/apps
- Proven ability to analyze information, recognize and resolve discrepancies, and maintain accurate and compliant financial records
- Ability to handle confidential information and communicate discretely with internal and external customers
- Excellent organizational skills and meticulous attention to detail
- Excellent verbal and written communication skills
- Ability to prioritize and multitask in order to meet deadlines
- Proven ability to work independently with minimal direction and supervision
- Location: Remote; Chicago preferred

Note: We are interested in every qualified candidate who is eligible to work in the United States. However, we are not able to sponsor visas at this time.

Interested? Send an email with your resume to: work@enduvo.com

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