

Bookkeeper

Job Description

Tall Timber is seeking a Bookkeeper to take care of all our day to day financial tasks. The bookkeeper's main duty is to use quickbooks to input, track, and record financial data and prepare payroll each month. You will be responsible for both accounts payable and receivable along with all payroll and bank account management and reconciliation tasks. To do well in this role you should have previous experience as a Bookkeeper and have experience with Quickbooks Online.

Responsibilities

- Record day-to-day financial transactions and complete the posting process
- Work with the Executive Director for tracking details
- Accounts Payable
- Reconcile 401k and bank accounts each month
- Prepare monthly payroll
- Monthly and quarterly process payroll and excise taxes
- Put together financial reports for the Executive Director and Board

Skills and Qualifications

- High school diploma
- At least 2 years of bookkeeping experience
- Knowledge of general accounting principles
- Experience with accounting software such as Xero, Quickbooks, or MYOB
- Data entry and payroll accounting skills
- Able to prepare, review and understand a financial statement
- Excellent communication, both verbal and written
- Attention to detail and accuracy of work
- The ability to meet deadlines

Reporting Line

To the Executive Director

This is not an employee contract