

Looking for a unique individual who can perform as a bookkeeper for several businesses within Books N Billing's growing customer base. Able to work a flexible work schedule while being a self-starter. Must utilize strong time management skills and the ability to market yourself. Must possess the ability to work with various types of personalities and dynamics while remaining professional.

Location: Salem Oregon

Essential Functions:

- Communicates (both in verbal and written form) with clients, client suppliers, vendors, and banking contacts.
- Handles client mail.
- Prepares appropriate schedules and reports as requested by clients and partners.
- Handles client payroll.
- Receives, reviews, and posts statements.
- Assists accountants on tax return preparation.
- Generates 1099's and W-2's for clients.
- Performs other duties as assigned from time to time by accountants or partners.

Education, Experience, and Skills Required:

- QuickBooks Online Certification is Required.
- Experience with processing payroll via Intuit, ADP and/or PayChex.
- Minimum of two years responsible accounting or bookkeeping experience including accounts payable, accounts receivable, payroll, general ledger and financial reports.
- Ability to perform several tasks concurrently with ease and professionalism.
- Ability to operate calculator, computer, and other general office equipment.
- Knowledge of computerized accounting.
- Knowledge of regulatory requirements of processing payroll accounting transactions and payroll returns.
- Ability to communicate clearly and concisely, verbally and in writing, in English.
- Must be able to keep client matters strictly confidential.
- Must have excellent interpersonal skills and customer service skills.