



Part-Time Bookkeeper

As the bookkeeper for Say YES To Profits you will be responsible for completing the bookkeeping work for several companies on an ongoing basis.

We are looking for a client-friendly, self-motivated, energetic person that is organized, detail-orientated and a great multi-tasker. This person should be able to thrive in a fast-paced, technology driven work environment. This person should have great verbal and written communication skills.

This is part-time 12 to 20 hours per week, 85% virtual position. This person should be available with advance notice for company and clients on-site meetings.

Application Must Included

- Resume in either PDF or Word
- Cover Letter with Salary Requirements
- QuickBooks Expertise (Beginner, Intermediate, Advance, Pro-Advisor)
- Three references (phone number, name, email and brief description)
- Brief description explaining “Why you are the best person for the job”.

Responsibilities

- Analyze general ledger.
- Client set-up in QuickBooks software- including but not limited to Vendor and Customer Set-up, Bank Connection Set-up, Chart of Accounts
- Accounts Receivable Process (create and send invoices, follow-up on payment status, post payments, prepare AR reports)
- Accounts Payable Process (enter bills, process bills, post bill payment)
- Reconciliation of bank and credit card
- Prepare month financial reports and binder
- Analyze monthly financial reports and prepare a summary for the client’s Account Manager
- Ensure proper documents are received by client in order to maintain reliable records
- Communicate with Account Manager, CEO and client frequently
- Perform additional assignments as needed

Qualifications

- Five years of proven bookkeeping experience required
- Excellent verbal and written communication
- Excellent working knowledge of QuickBooks Online (prefer QuickBooks ProAdvisor)

Say YES To Profits, LLC

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Address – 228 Auburn Ave NE, Atlanta, GA 30303



- Proficient in MS office products
- Client-friendly, customer service focus
- Organized and detail orientated
- Job costing and cost allocation experience
- Quick learner and great team member
- Ability to multi-task and take initiative

SUBMIT THE REQUIRE DOCUEMENTS IN 1(ONE) EMAIL
TO SUCCESS@SAYYESTOPROFITS.COM WITH THE
SUBJECT LINE “APPLYING FOR (NAME POSITION)

**ADDITIONAL PHONE CALLS
AND EMAILS WILL DISQUALIFY
YOUR APPLICATION**