

Bookkeeper Job Description template

Bookkeeper Job Description Template/Brief

We are seeking a diligent Bookkeeper to join our finance team. The Bookkeeper will handle daily financial transactions and maintain accurate financial records. This role requires strong attention to detail and proficiency in accounting software. The ideal candidate should have a solid understanding of bookkeeping principles and excellent organizational skills.

Bookkeeper Job Profile

A Bookkeeper is responsible for managing and recording financial transactions to ensure the accuracy of the company's financial data. They maintain and update financial records, prepare financial reports, and ensure compliance with relevant regulations. This role requires strong numerical skills and the ability to work with accounting software.

Reports To

The Bookkeeper reports to the Finance Manager or Accounting Supervisor.

Bookkeeper Responsibilities

- Record day-to-day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct day book, supplier's ledger, customer ledger, and general ledger.
- Bring the books to the trial balance stage.
- Perform partial checks of the posting process.
- Complete tax forms and submit them on time.
- Manage accounts payable and receivable.
- Prepare monthly financial statements, including cash flow, profit and loss, and balance sheets.
- Reconcile bank statements and correct any discrepancies.
- Assist with payroll processing and ensure accurate employee records.
- Maintain financial files and records according to policies and procedures.

Bookkeeper Requirements & Skills

- Proven bookkeeping experience or similar role.
- Solid understanding of basic bookkeeping and accounting principles.
- Hands-on experience with spreadsheets and accounting software (e.g., QuickBooks).
- Proficiency with MS Office, especially Excel.
- Data entry skills along with a knack for numbers.
- Good organizational skills and attention to detail.
- Ability to handle confidential information with integrity.
- Associate's degree in Accounting, Finance, or relevant field.
- Previous experience in a similar role is preferred.