

**Job Title:**

Virtual Bookkeeper

Job Summary:

We are seeking an experienced and detail-oriented Virtual Bookkeeper to manage the financial records and bookkeeping operations for a portfolio of 8-10 small to medium-sized businesses across various industries. The ideal candidate will be responsible for maintaining accurate and up-to-date financial records, reconciling accounts, processing invoices and payments, and preparing financial reports.

Primary Responsibilities:

1. Maintain accurate and up-to-date financial records for 10 different businesses, including recording transactions, reconciling bank statements, and managing accounts receivable and accounts payable.
2. Process invoices, payments, and payroll for all clients in a timely and accurate manner.
3. Prepare and analyze financial statements, including income statements, balance sheets, and cash flow statements, on a monthly or quarterly basis for each client.
4. Provide financial guidance and recommendations to clients based on financial data analysis.
5. Ensure compliance with relevant accounting standards, tax laws, and reporting requirements for each client's industry and location.
6. Collaborate with clients' accountants, tax professionals, and other stakeholders as needed.
7. Maintain confidentiality and adhere to data security protocols when handling sensitive financial information.
8. Stay up-to-date with changes in accounting software, regulations, and best practices.

Success Factors:

1. Excellent organizational and multitasking abilities to manage multiple client accounts simultaneously.
2. Strong attention to detail and accuracy in financial record-keeping and reporting.
3. Proficiency in accounting software and technology tools (e.g., QuickBooks, Xero, Excel).
4. Effective communication skills to collaborate with clients, accountants, and other stakeholders.
5. Ability to work independently and meet deadlines in a virtual environment.
6. Analytical skills to interpret financial data and provide valuable insights to clients.

Strategic Objectives:

1. Streamline and optimize financial processes for each client, improving efficiency and reducing costs.
2. Enhance client satisfaction by providing accurate, timely, and insightful financial reporting and analysis.
3. Maintain a high level of data security and confidentiality to protect clients' sensitive financial information.
4. Continuously improve knowledge and skills to adapt to changing accounting standards, regulations, and technological advancements.
5. Foster long-term relationships with clients by delivering exceptional service and contributing to their financial success.
6. Expand the client portfolio by leveraging positive referrals and demonstrating expertise in virtual bookkeeping services.

Qualifications:

- Bachelor's degree in Accounting, Finance, or a related field (or equivalent experience)
- Must have advanced business and accounting English speaking and writing skills
- Minimum of 3 years of experience in bookkeeping or accounting roles
- Proficiency in accounting software (e.g., QuickBooks, Xero, FreshBooks)
- Strong analytical and problem-solving skills
- Excellent organizational and time management abilities
- Effective written and verbal communication skills
- Ability to work independently in a virtual environment
- Attention to detail and accuracy in financial record-keeping