



Your team of bookkeeping specialists.

Bookkeeper Performance Profile

You Are Not Just a Bookkeeper

Ledgers is looking for its next great employee. If that's you, you'll join a skilled bookkeeping team that is passionate about helping clients. Our Fairport, NY office is growing, and we need a bookkeeper with plenty of get up and go. By that we mean someone who loves meeting with clients, educating them and making a difference in their business. If you'd rather sit with your head buried in your computer all day, then we're not for you. But, if you want to help drive the growth and expansion of our exciting bookkeeping business, read on.

Job Attributes

People

This position requires excellent time management and communications skills. We will rely on the Bookkeeper to manage, develop and build strong client relationships. The Bookkeeper will also support management via proactive communication about workloads, opportunities to grow new business, and work flow improvement. We expect the Bookkeeper to "bring it" every day, in terms of a positive attitude and the ability to lead and inspire others.

Deadlines

We take deadlines seriously at Ledgers, whether it's a payroll, an insurance audit, paying bills, or preparing invoices. Meeting deadlines impacts our business, our clients' businesses -- and our integrity.

Strategic Thinker

Clients look to us to solve problems and make their lives easier. The bookkeeper must assess each client's needs and recommend the best solution. Also, the Bookkeeper will review workflow processes and make strategic recommendations to improve productivity and results.

Technology Skills

Ledgers is leading its clients into the future with cloud-based bookkeeping. We need someone with strong technology skills, and a proficiency in Office and QuickBooks – both desktop and online versions.

Functional Duties

Applicants should have a thorough understanding of the following:

- Balance Sheet and Profit & Loss analysis
- Accounts Receivable
- Accounts Payable
- Cash Flow
- Bank and Credit Card reconciliations
- Monthly accruals
- Payroll
- Insurance Audits



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Benefits

- Hourly pay \$12-\$16 per hour, depending upon experience
- A monthly \$1,000 Wellness Benefit
- 401k after first six months of employment
- \$50 per month cell phone allowance
- Flexible work schedule

Think you've got the right stuff? Then we want to hear from you. Please submit resumes to: Teresa@Ledgers-Inc.com. No phone calls, please.

About Ledgers

Ledgers Inc. offers full spectrum of bookkeeping services from data entry through financial statement production and budgeting, and we can administer payroll and benefits. It's virtual back office bookkeeping solution includes controller-level services, ensuring that accounting is done right and that internal controls are in place. Ledgers has two offices located in San Ramon, CA, and Fairport, NY.