



<https://www.premierpersonnelgroup.com/find-a-job/bookkeeping-clerk/>

Bookkeeping Clerk

Description

We are looking for a skilled Bookkeeper to maintain our financial records, including purchases, sales, receipts, and payments. The bookkeeper's job duties include working closely with our accounting team to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable and manage invoices and tax payments.

Responsibilities

- Record day to day financial transactions and complete the posting process.
- Verify that transactions are recorded in the correct general ledger.
- Bring the books to the trial balance stage.
- Perform partial checks of the posting process.
- Process accounts payable invoices and payments.
- Assist with and monitor account receivable postings.
- Manage and file sales tax reports for multiple states.
- Work with outside firms on various audit material request for sales tax, union, payroll, insurance, and financials.
- Enter data, maintain records and create reports and financial statements.
- Process accounts receivable/payable and handle payroll in a timely manner.

Skills, Knowledge and Abilities

- Proven bookkeeping experience.
- Experience with Sage 300 CRE (formerly Timberline Office).
- Experience in the Construction, Real Estate, Property management, Real Estate Service industry.
- Experience Job Cost accounting.
- Solid understanding of basic bookkeeping and accounting payable/receivable principles.
- Proven ability to calculate, post and manage accounting figures and financial records.
- Data entry skills along with a knack for numbers.
- Hands-on experience with spreadsheets and proprietary software.
- Proficiency in English and in MS Office.
- Customer service orientation and negotiation skills.
- High degree of accuracy and attention to detail.

Qualifications

- Minimum 10 years of bookkeeping experience.

BS degree in Finance, Accounting or Business Administration

Hiring organization

Premier Personnel Group

Employment Type

Full-time

Beginning of employment

ASAP

Duration of employment

Full Time

Industry

Facilities Management

Job Location

Florham Park

Base Salary

\$ 70k - \$ 75K

Working Hours

8 am to 5 pm

Job Benefits

- **Comprehensive Benefits Package:** Medical, dental, and vision insurance plans to keep you and your family healthy.
- **Retirement Savings:** 401(k) plan with company match to help you build your future.
- **Paid Time Off:** PTO and holidays
- **Professional Development:** Opportunities for training, certifications, and career growth.
- **Supportive Team Environment:** Collaborative culture that values your input and encourages innovation