

Bookkeeping/Finance Manager

Job Description

Being consistent, accurate, and minimizing errors are key characteristics that Karmê Chöling is seeking for this position. It is indispensable to have a knowledge of accounting and to understand how to use accounting software systems. As a bookkeeper, you will be responsible for overseeing and reconciling all financial transactions. This is done with the assistance Sage software system, and for this reason, technology literacy is incredibly valuable.

Relevant Skills and Knowledge

- Basic accounting knowledge
- Data entry skills
- High attention to detail
- Proficiency in Microsoft Excel
- Produce work with a high level of accuracy
- Professionalism and organization skills
- Associates degree or at least one year of experience
- Knowledge Quickbooks, Sage or other accounting application
- Understanding accounting best practices preferred

Job Duties and Responsibilities

- Manage Accounts Payable and Receivable.
- Maintain payroll records
- Maintain an accurate record of financial transactions
- Update and maintain the general ledger
- Reconciliation of entries into the accounting system
- Recording of debits and credits
- Maintain the trial balance, by a reconciliation of general ledgers
- Account reconciliation to assert the accuracy of transactions
- Use knowledge of local laws to comply with reporting requirements
- Monitor any variances from the projected budget

Wage:

- 20 hrs/week // \$18-20/hr starting salary
- Remote or in-office work available, partial in-office hours preferred
- Flexible hours