

Bookkeeper I-III

Vantage Point Business Services Corp

Tracy, CA

Job Title
Bookkeeper I-III

Work performed during standard business hours.

Department
Bookkeeping

Rate of Pay
\$20.00 - \$30.00 / hour

Location
On-site: Tracy, CA
Remote: TBD, D.O.E.

Position End Date
N/A

Posting Number
12023

Open Date
06/29/2023

Full or Part Time
Full Time

Close Date
Open Until Filled

Work Schedule

Special Instructions to Applicants

This position is open until filled. Email your resume to info@vpbs.com to apply.

Summary of Positions:

Bookkeeper I: The primary purpose of the Bookkeeper I position is to handle entry-level bookkeeping tasks, primarily focusing on accurate and efficient data entry. This includes tasks such as entering financial transactions, reconciling bank and credit card statements, and maintaining basic financial records. The Bookkeeper I should be proficient in 10-key data entry, demonstrate speed and accuracy, and possess knowledge of bank reconciliations and financial statements.

Bookkeeper II: The primary purpose of the Bookkeeper II position is to perform both data entry and review tasks, in addition to the responsibilities of a Bookkeeper I. The Bookkeeper II is expected to have a deeper understanding of accounting principles, including the balance sheet, equity, and other advanced accounting concepts. They will be involved in reviewing financial records and statements for accuracy and assisting with more complex accounting issues.

Bookkeeper III: The primary purpose of the Bookkeeper III position is to serve as an upper-tier, full-charge bookkeeper who possesses comprehensive knowledge of all aspects of the general ledger. This includes handling tasks such as payroll, depreciation, and other intricate accounting processes. Bookkeeper III will take on the duties of both Bookkeeper I and II, while also managing more complex accounts. They are considered the dedicated accountants for higher-level and more challenging financial accounts.

Essential Functions

Essential Functions for Bookkeeper I:

- **Accurate Data Entry:** Perform efficient and precise data entry of financial transactions into the accounting system.
- **Bank Reconciliations:** Reconcile bank statements and credit card statements to ensure accurate recording of transactions.
- **Record Maintenance:** Maintain basic financial records, including accounts payable and receivable, invoices, and receipts.
- **10-Key Proficiency:** Demonstrate proficiency in 10-key data entry to ensure speed and accuracy.
- **Financial Documentation:** Assist in organizing and filing financial documents and records.
- **Communication:** Collaborate with team members and communicate effectively regarding any discrepancies or issues.

Essential Functions for Bookkeeper II (In addition to Bookkeeper I functions):

- **Financial Statement Review:** Review financial records and statements for accuracy, identifying and resolving discrepancies.
- **Advanced Accounting Knowledge:** Demonstrate an understanding of the balance sheet, equity, and other elevated accounting issues.
- **General Ledger Maintenance:** Maintain the general ledger and ensure accurate and up-to-date financial data.
- **Financial Analysis:** Assist in analyzing financial data and preparing reports to support decision-making processes.
- **Journal Entries:** Prepare and post journal entries to record necessary financial transactions.
- **Compliance:** Ensure compliance with relevant accounting principles, regulations, and company policies.

Essential Functions for Bookkeeper III (In addition to Bookkeeper I and II functions):

- Full-Charge Bookkeeping: Handle all aspects of the general ledger, including payroll, depreciation, and other complex accounting tasks.
- Account Management: Manage and reconcile accounts, including bank accounts, credit card accounts, and general ledger accounts.
- Financial Reporting: Prepare and analyze financial statements, including profit and loss statements, balance sheets, and cash flow statements.
- Payroll Processing: Process payroll accurately and in compliance with applicable laws and regulations.
- GAAP Expertise: Apply a comprehensive understanding of Generally Accepted Accounting Principles (GAAP) to ensure accurate financial reporting.
- Team Leadership: Provide guidance and support to lower-level bookkeepers, assisting them in their professional development.

Vantage Point Business Services Corp recognizes that diversity, equity, and inclusion is foundational to the success of our valued customers and employees. We prioritize policy and decision-making that demonstrates awareness of, and responsiveness to, the ways socio-cultural forces related to race, gender, ability, sexuality, socio-economic status, etc.

Minimum Qualifications

Minimum Qualifications for Bookkeeper I:

- High school diploma or equivalent.
- Proficiency in 10-key data entry.
- Basic understanding of accounting principles and bookkeeping practices.
- Strong attention to detail and accuracy in data entry.
- Knowledge of bank statements, credit card statements, and bank reconciliations.
- Familiarity with common accounting software or tools.
- Effective communication skills and ability to work collaboratively in a team.

Minimum Qualifications for Bookkeeper II:

- Associate degree or higher in accounting, finance, or a related field.
- Minimum of 2-3 years of relevant bookkeeping experience.
- Proficiency in 10-key data entry and knowledge of advanced accounting concepts.
- Familiarity with financial statements, balance sheets, and equity.
- Experience with general ledger maintenance and journal entries.
- Strong analytical and problem-solving skills.
- Ability to review and reconcile financial records for accuracy.

Minimum Qualifications for Bookkeeper III:

- Bachelor's degree in accounting, finance, or a related field.
- Minimum of 5 years of progressive bookkeeping experience, including management of full-charge bookkeeping responsibilities.
- In-depth knowledge of general ledger management, payroll processing, and depreciation.
- Expertise in financial reporting and analysis.
- Proficiency in using accounting software and tools, including advanced features.
- Familiarity with tax regulations and compliance requirements.
- Strong leadership and mentoring abilities.

Preferred Qualifications

Preferred Qualifications for Bookkeeper I:

- Associate degree or coursework in accounting, finance, or a related field.
- Prior experience in data entry or administrative roles.
- Familiarity with accounting software such as QuickBooks.
- Basic understanding of bookkeeping principles and processes.
- Strong organizational skills and ability to multitask effectively.
- Experience working in a team-oriented environment.
- Excellent attention to detail and data accuracy.

Preferred Qualifications for Bookkeeper II:

- Bachelor's degree in accounting, finance, or a related field.
- 3-5 years of bookkeeping experience with increasing responsibilities.
- Proficiency in using accounting software, such as QuickBooks.
- Knowledge of advanced accounting concepts, including accruals, prepayments, and inventory.
- Experience in financial statement preparation and analysis.
- Ability to review and interpret financial data for accuracy and compliance.
- Strong problem-solving skills and ability to identify and resolve discrepancies.

Preferred Qualifications for Bookkeeper III:

- Certified Bookkeeper (CB) or Certified Public Bookkeeper (CPB) designation.
- 7+ years of progressive bookkeeping experience, including managerial responsibilities.
- Advanced proficiency in accounting software and tools, such as QuickBooks Desktop.

- Expertise in payroll processing, including knowledge of payroll tax regulations and compliance.
- Experience with complex financial transactions, including multi-entity or multi-currency accounting.
- Knowledge of financial forecasting, budgeting, and cash flow management.
- Excellent leadership and interpersonal skills, with the ability to mentor and guide junior bookkeeping staff.

Physical Requirements

The physical demands described here are representative but not definitive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires extended periods of sitting and occasional use of computer and phones with repetitive hand/wrist motion. Occasional walking, standing, and verbal communication. Infrequent bending, stooping, kneeling, and squatting. Infrequent reaching above shoulders. May be requested to lift up to 25 lbs.

Work Environment/Work Week/Travel:

Work performed during standard business hours.

Hiring Range

\$20.00 to \$30.00 per hour. We consider factors such as, but not limited to, scope and responsibilities of the position, candidate's qualifications, internal equity, as well as market and organizational considerations when extending an offer.

Background Check Statement

All applicants who receive a conditional offer of employment may be required to execute a release and authorization for a background screening.

Vantage Point Business Services

Address

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Industry

Business