





NOW HIRING

Senior Bookkeeper & Payroll Administrator

PART-TIME → FULL-TIME · 95% REMOTE · AUSTIN / NEW BRAUNFELS, TX

 <p>WORK REMOTE</p>	 <p>PRECISION BOOKS</p>	 <p>PAYROLL PRO</p>	 <p>LEAD & GROW</p>
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<p>\$25-\$32 PER HOUR (STARTING)</p>	<p>\$52K-\$60K FULL-TIME SALARY</p>	<p>9am-2pm CORE HOURS · OTHER HOURS FLEXIBLE</p>
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POSITION TIMELINE

<p>MONTHS 1-3</p> <p>Part-Time ~20 hours / week Hourly pay · Get up to speed</p>	→	<p>MONTH 4+</p> <p>Full-Time 35-40 hours / week Salaried · \$52K-\$60K</p>
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◆ WHY JOIN GBI

<p>95% Remote Work from anywhere</p>	<p>401(k) + 4% Match Retirement support</p>	<p>Profit Sharing 5-10% monthly avg.</p>	<p>Core Hours: 9am-2pm M-F required · other hours flexible</p>	<p>Growth Path PT → FT within 3 months</p>
<p>Earn More as You Grow Expand client load & build residual income</p>		<p>Health Insurance Available if needed</p>		

	
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BOOKKEEPING

- General ledger, bank & credit card reconciliations
- Accounts payable & receivable management
- Month-end close by the **10th of each month**
- P&L, Balance Sheet & Cash Flow statements
- Budget-to-actual variance analysis
- Year-end trial balance & 1099 filing
- QuickBooks Advanced — reporting, automation, integrations

PAYROLL ADMINISTRATION

- BiWeekly/Weekly Payroll for a diverse workforce (W2, H2B, & 1099)
- Gross-to-net pay, deductions, garnishments, benefits
- Federal, state & local compliance — W-2s, 1099s
- Payroll journal entries posted to QuickBooks
- Travel reimbursement & mileage calculations
- Custom payroll reports for management & auditors
- Tenacious follow-up with managers & owners to gather payroll data on time — persistence is essential



LEADERSHIP

- Supervise & mentor junior bookkeepers
- Review work and enforce deadline adherence
- Suggest and implement process efficiency and continuous improvement
- Client management & engagement
- Ad-hoc financial analysis for management



QUALIFICATIONS

- **5+** bookkeeping/accounting **years**
- QuickBooks Advanced proficiency
- Month-end & year-end close experience
- Detail-oriented & self-directed
- Degree in Accounting preferred
- **2+** supervisory **years** role
- Payroll processing expertise
- 1099 & payroll tax compliance
- Comfortable learning & using diverse software platforms
- Previous professional office experience preferred



ABOUT GRAHAM BOOKKEEPING INSIGHTS

Graham Bookkeeping Insights (GBI) is a remote-first financial services firm specializing in bookkeeping, payroll administration, accounts payable & receivable, and advisory CFO services for small businesses. We primarily serve clients throughout the **Austin to San Antonio corridor** — including Austin, New Braunfels, Kyle, Buda, San Marcos, Seguin, and surrounding communities — while supporting clients nationwide through our fully remote delivery model.

Our mission is to be your financial services partner to level up your small business — combining precision bookkeeping with enhanced analytics and technology integrations.

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