

JOB DESCRIPTION: Bookkeeper 1

General: This position will enter receipts and or sales data. There may be some matching of bank transactions from bank downloads. Your work will be behind-the-scenes with very little direct customer interaction. Training is provided. Up to 10 hours of self-paced training in QuickBooks online is provided.

Ideal Candidate: We are looking for someone with great attention to detail; quick and accurate data entry skills, willing to ask questions, some knowledge of basic bookkeeping principles. This work can be a bit tedious and monotonous, but we love accounting students who need a side gig and want to learn! Advancement opportunities are available.

Pay: From \$18-\$22/hr

This is a contract position. The work is all remote. Your work will be reviewed. A great opportunity to learn QuickBooks online and get a feel for some parts of a full-charge bookkeeper's workload.

JOB DESCRIPTION: Bookkeeper 2

General: This position will be responsible for entering receipts, sales data, clearing bank transactions, categorizing revenue and expense transactions, reconciling accounts, and preparing payroll. Training is provided. Up to 10 hours of self-paced training in QuickBooks online is provided.

Ideal Candidate: Attention to detail, strong communication skills (verbal and written), some previous bookkeeping experience such that you can sense when something looks odd. If you have your own bookkeeping business or wish to start one, we can help you do that.

Pay: From \$20-\$25/hr

This is a contract position. The work is all remote. Your work will be reviewed. A great opportunity to learn QuickBooks online and get a feel for some parts of a full-charge bookkeeper's workload.

JOB DESCRIPTION: Bookkeeper 3

General: This position may enter receipts, sales data. They will also clear bank transactions from downloads, categorize revenue and expense transactions, reconcile accounts, prepare payroll and payroll tax reports, and sales and excise tax reports. May supervise other bookkeepers. Training is provided. Up to 10 hours of self-paced training in QuickBooks online is provided.

Ideal Candidate: Attention to detail, strong communication skills (verbal and written), previous bookkeeping or accounting experience. Has some knowledge of worker's comp and overtime rules.

Pay: From \$25-\$45/hr DOE

This is a contract position. The work is all remote. Your work will be reviewed. A great opportunity to learn QuickBooks online and earn money working from home.