



<https://reliablestaffing.com/job/bookkeeper-rscsad3014/>

Bookkeeper RSCSAD3014

Description

Below are some of the responsibilities a bookkeeper is expected to assume in their position. Prepare accounting records by compiling and analyzing account information. Reconcile the companys financial records to help ensure the accuracy of financial statements. Prepare tax returns for businesses and individuals. Post financial transactions to accounts and prepare financial statements. Study financial trends to determine future business needs.

Job Location

7224 Blanco Rd, 78216, San Antonio, Texas, usa

Hiring organization

Reliable Staffing Corporation

Employment Type

Full-time

Base Salary

\$ 40000

Industry

Accounting/Auditing

Qualifications

Bachelors degree in accounting, business, or a related field

Strong working knowledge of accounting principles, financial statements, and accounting systems

Proficient in Microsoft Office (Word, Outlook), with advanced Microsoft Excel skills

Strong working knowledge of QuickBooks; experience with other tax preparation and accounting software

Strong organizational, interpersonal, verbal, and written communication skills

Detail-oriented and able to prioritize

Able to work independently and as part of a team

Self-starter

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