https://reliablestaffing.com/job/full-charge-bookkeeper-rscsa6160/

Reliable Staffing San Antonio is seeking a full charge bookkeeper. Responsible for assisting clients with everyday duties, including but not limited to:

* QuickBooks check writing or bill pay via Bill.com, a/r, bank reconciliations, deposits

* Preparation of monthly financial reports

* Electronic filing and general office duties

* Work directly with clients

* Various administrative duties

Qualifications, Experience & Education:

* Accounting and bookkeeping knowledge required

* Impeccably polished with professional appearance and self-confidence

* Proficient with QuickBooks, Microsoft Word, Adobe, Outlook and Excel

* Excellent communication and interpersonal skills

* Critical thinking skills required

* Accomplished at handling delicate client issues

* Excellent time management and organizational skills

* Strong grammar skills, and articulate with telephone and electronic mail -

* Professionalism and confidentiality is a must

* Able to prioritize, manage and meet competing deadlines

* Cool under pressure and able to multi-task

* Able to follow procedures

* Positive and cheerful demeanor towards clients and co-workers

* 5+ years' bookkeeping experience

Company provides comprehensive benefit package: 401k, medical insurance (company pays a ½+ premium, but additional family health coverage, dental and

Industry
Accounting/Auditing

Skills

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vision available at employee's expense) as well as paid personal time. Company pays time-and-a-half for overtime. Extensive background check, clean driving record with proof of current insurance and a confidentiality agreement required for all candidates prior to employment.

Starting Salary: $70,000.00

Full Charge Bookkeeper RSCSA6160

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SUBMIT RESUME
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Job Location
14603 Huebner Rd #8, 78230, San Antonio, TX, USA

Date posted
December 3, 2025

Valid through
03.12.2027

Base Salary
$ 70.000

Employment Type
Full-time

Hiring organization
Reliable Staffing Corporation

Contacts
jobplacements@reliablestaffing.com