



<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 1/2+ premium, but additional family health coverage, dental and

Industry

Accounting/Auditing

Skills

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Starting Salary: \$70,000.00

Full Charge Bookkeeper RSCSA6160

Description

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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

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