

ABC Company
QuickBooks for Mac Bookkeeper
Job Description

SUMMARY:

- Under general supervision, create and maintain the accounting records for the company using the QuickBooks for Mac software package. Reconcile all accounts as needed. Interface with outside accounting experts such as tax CPA, auditors, and QuickBooks Certified ProAdvisor consultants. Assist the accounting department manager or owner in designing and running reports that provide business analysis and results. Perform banking functions as required.

DUTIES AND RESPONSIBILITIES:

General Setup and Accounting Records:

- Create and maintain QuickBooks company files for each entity. Understand the setup process and maintain a general knowledge of preferences. Be able to install and re-install the software.
- Create and maintain periodic backups of the QuickBooks company files. If needed, design a backup system that safeguards the company from data loss in case of a fire, natural disaster, or theft. Be able to take backups and restore files if necessary.
- Create and maintain vendor records, including contact information, 1099 eligibility, payment terms, and any other information required.
- Create and maintain customer records including contact information, sales tax eligibility, and sales contracts.
- Design and create a company invoice form and other forms, such as sales receipts and estimates as needed.
- Create and maintain service and/or product and inventory items for sale, including pricing, taxability, and inventory balances and re-order points, if applicable.
- Create and maintain employees including contact information, payroll salary or rate information, and related employment data, such as W-4s and other new hire paperwork.

Transactions:

- Enter and pay bills in QuickBooks. Validate and receive approval to enter and pay bills received from vendors. If inventory is present, match source documents such as packing slips, purchase orders, and bills for payment process.
- Receive inventory, if applicable. Match source documents such as packing slips and purchase orders.
- Create and maintain time tracking records, if applicable.
- Prepare estimates if requested.

- Invoice customers from a time-tracking system or other procedures from the owner or billing department. If estimates are used, match invoices to estimates. Upon approval, distribute invoices to customers via email or mail.
- Download bank transactions into bank accounts. Record bank transactions as needed.
- Prepare or monitor the preparation of payroll.
- Make journal entries as directed.

Reporting and Reconciliation:

- Track the cash balance and alert owner or manager with regular cash flow reports.
- Design, create, prepare, and distribute reports for the owner, outside accounting experts, government agencies, outside payroll services, and other interested parties. These reports include dashboard metrics, account balances, profit and loss figures, sales totals, and transactional reports.
- Reconcile bank accounts and perform account analysis on assets and liability accounts. (Note: this duty should be segregated from the employee who receives the checks and goes to the bank.)
- Make (or ensure they're made) payroll tax deposits, and create and file (or ensure it's done) payroll tax reports.
- If applicable, maintain and periodically take inventory and adjust the books as needed. Alert order department with re-order reports.
- Create and file sales tax reports.

Interfaces and Miscellaneous:

- Make bank deposits, order checks, verify bank drafts and charges, and resolve bank errors.
- Work with CPA and QuickBooks Certified ProAdvisor consultant as requested.
- Be able to import/export data from/to Excel or other data formats.
- Answer questions from vendors, employees, and customers about their bills, paychecks, and invoices.
- Be familiar with Mac OS X tools integration capabilities if needed.
- Stay briefed on Intuit updates and news that affect the software package and accounting rules and requirements.
- Perform miscellaneous, job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Excellent knowledge of computers and the Internet. Work fluently with email, Safari browsers, Mac OS X, Macs, and other Apple products as required. Be able to transfer data between Mac and PC when working with clients or accountants who are on the PC platform.
- Ability and knack for working with numerical data. Attention to detail. Accurate.
- Solid understanding of QuickBooks for Mac
- Knowledge of double-entry bookkeeping is preferred but not required.
- Knowledge of business and accounting terms such as profit, ROI, assets, liabilities, etc.

- Ability to effectively manage time, meet deadlines, and work under pressure.
- Ability to work independently and as a member of a team.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of general office procedures, such as copying, faxing, filing, and shredding.
- Innovative and creative in the form of continuous improvement to internal processes.
- Flexible and adaptable to change.

EDUCATION REQUIRED:

- Two-year community college business degree with bookkeeping or accounting courses required.