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# Example of Bookkeeper Job Description

Our company is hiring for a bookkeeper. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for bookkeeper

* Check and verify source documents such as invoices, receipts and other information
* Reconcile various general ledger accounts to internally and externally prepared schedules
* Process payroll and data entry
* Oversee all day-to-day bookkeeping responsibilities
* Submit financial reports
* Oversee the general ledger
* File bank reconciliations
* Perform basic accounting functions
* Reconciliation of monthly reports
* Assist in recordkeeping and documentation as needed

## Qualifications for bookkeeper

* Assist in preparation of Workers Comp and GL audit spreadsheets in Excel
* Maintain weekly and quarterly transactions and recordkeeping of payroll tax liabilities
* Oversee all payroll tax deadlines and filings
* Monitor generation and entry of benefit payments to each Union as required
* Ability to handle a high volume of assignments
* Maintain complete set of General Ledger for all the financial transaction of the organization