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# Example of Bookkeeper Job Description

Our company is searching for experienced candidates for the position of bookkeeper. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for bookkeeper

* Track the organization's accounts payable and accounts receivable
* Enter and maintain cash receipts and disbursement journal and general ledger
* Prepare bank reconciliation for all the bank accounts
* Prepare the monthly and quarterly reports for different funding sources
* Assist Comptroller for the preparation of the audit work
* Assist Comptroller in preparing the budget for the organization
* Preparation of accounts for both sole traders and unaudited business's
* Working closely with Senior Accounts on preparation of accounts , reconciliations, journals
* Working on a designated portfolio
* Working with POS system (Microsan)

## Qualifications for bookkeeper

* The ability to prioritise whilst adhering to strict deadlines
* Working knowledge of Fund Accounting software
* Maintaining yearly cash sheets (excel)
* Accounts payable (Timberline)
* Ordering all inventory and parts
* Handling all advertising