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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

* Preparation of Journal Entries and other tasks associated with month-end & year-end close
* Ongoing documentation of and efforts to improve systems and processes
* Processing invoices and Journal Entries
* Reconciliation and Journal Entry for all Corporate Credits Cards
* Ongoing communication with vendors and office managers to ensure timely delivery of required invoices, approvals and backup
* Set up Wire Schedule
* Enter Wire Schedule in CashPro
* Check bank for incoming or outgoing payments
* Run Audit Trail in QB
* Enter payments from customers

## Qualifications for bookkeeper

* Review shipping paperwork for customer orders
* Review Receiving Report from previous day
* Direct the regular preparation and delivery of invoices
* Manage the receivables collection process and administer customer contracts
* Maintain active tracking of receivables with communication to management
* Manage paperwork associated with vendor billings and payments