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# Example of Full-Charge Bookkeeper Job Description

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

## Responsibilities for full-charge bookkeeper

* Maintain credit history files
* Purchase orders and vendor records maintenance
* Multiple bank reconciliations for depository accounts
* Reconciling all balance sheet accounts
* Preparing bi- weekly payroll
* Administration of quarterly business and payroll taxes
* Maintaining required business documents
* Preparing annual 1099’s
* Assistance with the annual budget and audit process
* Maintaining financial document retention files

## Qualifications for full-charge bookkeeper

* 5+ years of bookkeepering experience
* Pro-advisor certification in recent versions is a plus
* Knowledge of various accounting systems including NetSuite, Intacct and MRI is a plus
* Vendor statement reconciliation and discrepancies
* Deposit and cash reports
* Preparing and/or reviewing of all expense reports for accuracy and proper expense disclosure