



Job Title: Accounting and bookkeeping VA

Date:

Job Description:

Responsible for managing the company's financial records and cash flow, including but not limited to accounts payable, accounts receivable, reconciliation, invoicing, expenses, etc. Handle, follow-up and liaise open accounts, reimbursements and expenses.

Job Specific Skills, Traits & Responsibilities:

1. Impeccable attention to detail, organization skills, and able to multitask effectively
 - Able to adapt to company standards for accounting, analyzing financial information, dealing with complexities of accounts
 - Unmatched accuracy in entering financial data
 - Previous experience with accounting and bookkeeping
2. Practice SFAS rules, GAAP accounting principles and able to proceed with thoroughness and confidentiality, exercise discretion with client's financial records
3. Proactive and has the initiative to take on tasks and processes
4. Outstanding math and research skills
5. Intuitive and has incredible problem-solving skills
 - Data entry skills and capable of pulling financial reports as deemed necessary
6. Deadline-driven and impeccable time management skills
7. Tech-savvy and able to learn and be proficient with client's accounting and bookkeeping applications

Key Activities & Duties:

1. Assist with US-based accountant / accounting staff for necessary local and tax-related items and records
 - Create or prepare, maintain and update financial-related records with accuracy
2. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures.
3. Receive, process, and reconcile statements.
4. Responsible in recording and monitoring status of reimbursement request submitted and at the same time updating any company tracker related to it.
5. Keep detailed information regarding cash flow and expenses.
6. Monitoring incoming orders and sales.
7. Responsible for follow-ups with accounts payable and accounts receivable.
8. Send regular financial reports as discussed with the client's timelines
9. Must be familiar, easy to adapt, and gain mastery of client's accounting and bookkeeping application / software (Quickbooks, etc.)
10. Responsible for managing and keeping track of invoices