

VIRTUAL BOOKKEEPER (PART TIME) CHATHAM, NJ & REMOTE

ABOUT US

[Fintelligent](#) is a financial department for entrepreneurs. We provide effective finance and accounting outsourcing. Our customers are high growth firms who “rent” their finance and accounting operations from us, enabling them to focus on growing their business.

We provide trained experts, proven technology and standard processes that help our clients grow sales, profits and cash flow. Our firm operates much like our clients do: entrepreneurial, tech savvy with a can-do mentality. We operate virtually, performing nearly all our work remotely from our clients.

POSITION

We seek a part-time Virtual Bookkeeper who will be responsible for processing accounting transactions for our customers. We expect you to work approximately 20-30 hours per month. Our firm is growing so there is a possibility this position could become full-time with employee benefits.

Some of the things you will do include:

- Accounts receivable: prepare customer invoices, record deposits and assist with customer collections.
- Accounts payable: enter vendor bills received by client, ensure Form W9 is received from customer vendors.
- Cash management: enter and code bank and credit card transactions.
- Bank reconciliation: reconcile bank and credit card accounts to monthly statements.
- Monthly close: assist in preparing schedules and closing the books for our clients each month.

REPORTS TO

Senior Manager

KEY SUCCESS FACTORS

- **DETAIL ORIENTED.** Ability to organize and manage large amounts of data accurately.
- Prior experience working in small, unstructured environments with little direct supervision.
- Personable, able to easily interact with our customers and staff remotely.
- Tech savvy.
- Able to meet tight deadlines, sometimes in unexpected or urgent ways.
- Coachable.

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RESPONSIBILITIES

Tasks you'll perform for our customers include:

- Processing customer accounts receivable and posting customer payments.
- Downloading data from third party sites and inputting into general ledger software (QuickBooks or SageIntacct).
- Processing customer accounts payable and posting cash payments.
- Researching accounting transactions.
- Setting up new customers, items and vendors in accounting software.
- Processing bank and credit card transactions. Reconcile bank and credit card accounts.
- Initiating and/or responding to various customer and vendor inquiries.
- Administering Form W9 to vendors and processing annual Forms 1099.

QUALIFICATIONS

- Bachelor's Degree.
- 1-3 years prior bookkeeping experience.
- Trained in QuickBooks Desktop and QuickBooks Online.
- Strong technology skills using Microsoft Office apps (mostly Excel) and some cloud-based apps.
- Existing home office environment, including separate work area, printer and space for two monitors.
- Personable team player who works effectively and is relentlessly positive.
- Willing to take on increasing responsibilities as firm grows.

WHAT WE OFFER

- Virtual work environment, including work from home and sunny, pleasant offices in downtown Chatham, NJ.
- Fulfilling work helping innovative companies achieve their ambitions.
- The most fun and passionate staff of accountants and tech people you will ever work with. Really.
- Training compensation of \$25.00 per hour for the first two months, then \$30.00 per hour afterwards.
- Opportunity to become a full-time employee based upon your performance and our firm's growth.

INTERESTED?

If Fintelligent sounds like a place you'd like to work, please send your credentials to info@fintelligent.com. We need detail-oriented folks. We'll only consider candidates who have read to this point and can answer the following questions: How do you get transactions into QuickBooks Online? What do you do when you don't know which account to categorize a transaction?