

Job Title: Bookkeeping Clerk

Location: Midwest Service Bureau

Job Type: Full-Time

Reports To: Front Office Manager

Job Summary:

We are seeking a detail-oriented and organized **Bookkeeping Clerk** to join our team. The ideal candidate will be responsible for maintaining financial records, processing transactions, and ensuring the accuracy of financial data. This role requires proficiency in accounting software, excellent attention to detail, and strong problem-solving skills.

Key Responsibilities:

- Record day-to-day financial transactions and ensure accuracy in the general ledger.
- Process accounts payable and accounts receivable, including invoicing and payments.
- Prepare daily reports and summaries for management.
- Maintain and organize financial records, both digital and physical.
- Assist with tax filings, audits, and compliance-related tasks.
- Handle other administrative and accounting duties as needed.

Qualifications & Skills:

- **Education:** High school diploma or equivalent required; an associate's degree in accounting, finance, or a related field is preferred.
- **Experience:** Prior bookkeeping or accounting experience is preferred.
- **Technical Skills:** Proficiency in accounting software (e.g., QuickBooks, Xero, or similar) and Microsoft Excel.
- **Detail-Oriented:** Strong attention to accuracy in financial data entry.
- **Organizational Skills:** Ability to prioritize and manage multiple tasks efficiently.
- **Communication:** Strong verbal and written communication skills.
- **Confidentiality:** Ability to handle sensitive financial information with discretion.

Benefits:

- Competitive salary
- Health, dental, and vision insurance
- Paid time off and holidays
- Retirement plan options

If you are a meticulous and motivated individual looking to contribute to a dynamic team, we encourage you to apply!

How to Apply:

Submit your resume and cover letter to msb@msbureau.com