

Bookkeeping Supervisor

Reports To

General Manager

Job Overview

The bookkeeping supervisor provides critical oversight of our bookkeeping team. This is a 100% remote position. This position will start as part-time and evolve into a full-time position later in the year.

As the bookkeeping supervisor, you will oversee the daily operations of our team, ensuring that standards and expectations are met, and all the work is completed on time. The ideal candidate will have strong leadership skills, exceptional mindfulness, and the ability to manage a team of up to 7 bookkeepers responsible for managing financial records for multiple client businesses.

This role ensures accuracy in financial records, compliance with accounting principles, and efficient processing of accounts payable, receivable, payroll, and other transactions. You'll work closely with clients to maintain financial integrity, with success measured by productivity, team support, and adherence to our Core Values.

Responsibilities and Duties

- Manage and supervise a team of up to 7 bookkeepers, providing guidance, training, and performance evaluations.
- Assign and review work to ensure accuracy and timeliness in financial transactions.
- Foster a collaborative and efficient work environment within the accounting team, backfilling for team members when they are out of the office.
- Serve as the primary point of contact for high-value clients, addressing bookkeeping-related inquiries and concerns.
- Ensure the on-time and accurate processing of accounting transactions and the creation of accounting records for multiple businesses. Review team members work to ensure such accuracy.
- Ensure all bookkeeping activities comply with accounting regulations, tax laws, and firm policies.
- Assist in the creation of productivity and efficiency standards, particularly implement standardized bookkeeping procedures to increase efficiency and maintain consistency across client accounts.
- Identify and resolve discrepancies, errors, and inefficiencies in financial processes.
- Liaise between bookkeeping team, clients, and client staff when highly technical discussions are required.

Preferred Qualifications

- Bachelor's degree in accounting, finance, or a related field (preferred).
- Certification as a Certified Bookkeeper (CB), Certified Public Bookkeeper (CPB)
- Knowledge of tax preparation and payroll compliance.
- Knowledge of accrual accounting concepts.

Required General Qualifications

- A workspace that is clean, orderly, and presents a professional image during video teleconferences.
- Have a very stable internet connection at their intended workspace, capable of supporting frequent video teleconferences.
- Demonstrated passion for self-improvement and improvement of work processes.
- Minimum of 3-5 years of bookkeeping experience, with at least 1-2 years in a supervisory position.
- Strong understanding of bookkeeping best practices, financial statements, and multi-client account management.
- Proficiency in QuickBooks accounting software and an expert proficiency in Microsoft Excel.
- QuickBooks Advanced Certified required or completed with probationary period.
- Fundamental understanding of adjusting journal entries, including book to tax and cash to accrual.
- High level of initiative: Capable of working with minimal oversight without daily task direction.
- Strong written and verbal communication skills.
- High level of attention to detail and ability to meet deadlines.
- Strong organizational skills.
- Ability to multitask effectively and follow through on projects with competing deadlines.
- Exercises intellectual curiosity while completing assigned projects.

Salary, Bonuses, and Benefits

- Salary: Between 63k and 83k, depending on experience and performance
- Annual Bonus: Between 3% and 10%, depending on performance.
- 100% Remote Work – No Commute
- Retirement Plan: up to 2% match
- Vacation/PTO: Up to 15 days.
- Paid Holidays: 9 days
- Medical, Dental, and Vision Insurance
- Annual Training Allowance
- Flexible Work Hours (4-day work week permissible)

Interested candidates should submit their resume and cover letter through the website application form.