

Bookkeeper
Part Time – Virtual Position

For the last 25 years, [C3Workplace](#), has been helping business to start & grow by providing back office support: bookkeeping, marketing and administrative support, educational programs and office/meeting space from our Montclair & Sparta, NJ locations.

We believe that companies should be a force for good and that employees should *not* have to check their values at the door. We provide an environment for our team that facilitates professional and personal growth. We conduct our business professionally, ethically and with tremendous integrity and pride. We place equal importance on client satisfaction and team development for they are intrinsically linked.

Summary:

This part time (project based 5-20 hours per week), virtual bookkeeping position offers growth potential in a truly unique and stable environment. We seek a reliable, organized, team player who has the ability to multi-task in multiple platforms. Position is virtual, but you have access to our team of admins to help you out and have your back – work on your own, but not alone.

Responsibilities:

- Performs diverse QuickBooks Online bookkeeping duties including: a/p, a/r, time tracking, report generating, bank downloads, vendor management, and other related tasks.
- Varying degree of expertise required from data entry to set up or clean-up of systems.
- Interaction with clients in a professional manner

Requirements:

- 5+ years relevant experience
- Associates or Bachelor's (preferred) degree
- Technical aptitude for both financial software (Quickbooks and Excel) and hosted solutions that can be integrated ... willing to learn

To Apply

If this position sounds like a fit for you, kindly [click here](#) to visit our website and follow the instructions (all of them).

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