Full-Charge Bookkeeper

Remote · US · Full-time · **$70k–85k**

Full-Charge Bookkeeper
Location: Remote; Must be based in Pennsylvania or Delaware
Salary: $70,000 - $85,000 + Bonus Opportunities + Full Benefits
Benefits: Medical, Dental, Vision, 401(k) w/match, Holidays, Generous PTO
Job Type: Full-Time
Typical Hours: Mon-Fri, 8- 5 pm
Start Date: ASAP or Early Jan 2027
Sponsorship not available

Full-Charge Bookkeeper Description

Our client, a managed services IT provider, is looking for a capable Full-Charge Bookkeeper to join their growing team based outside Philadelphia, Pennsylvania. You will be responsible for managing the financial operations of this small (~15-person) company while leveraging your technical expertise to optimize the accounting systems and processes. An ideal candidate has a strong background in accounting principles, excellent analytical skills, and an entrepreneurial mindset. This position offers significant autonomy and the opportunity to automate processes and workflows to improve operational efficiency. This is an excellent opportunity to join a team-oriented company that values employee satisfaction and well-being.

Note: In order to qualify for this role, you must reside in the state of Pennsylvania or Delaware.

Full-Charge Bookkeeper Responsibilities

- Manage accounts payable, expense coding, payment processing, and vendor records
- Allocate vendor expenses to appropriate client agreements, projects, or service tickets
- Own monthly client invoicing, ensuring invoices are accurate and sent on schedule
- Reconcile invoices and payments in QuickBooks
- Manage accounts receivable, payment processing, bank deposits, and credit card transactions
- Monitor outstanding balances, manage collections, and resolve client billing discrepancies
- Perform monthly bank, savings, and credit card reconciliations and investigate discrepancies
- Prepare account balance reports for executive management
- Prepare and remit multi-state sales and use tax returns
- Identify and implement improvements to accounting processes, workflows, and reporting

Full-Charge Bookkeeper Qualifications

- 3+ years of full-charge bookkeeping or accounting experience required
- Experience working for a small company [under 100 employees] required
- Experience managing full-cycle accounts payable and accounts receivable required
- Experience with client billing, collections, and financial reconciliations required
- Proficiency in QuickBooks required

Apply: https://twonice.hire.trakstar.com/jobs/fk0zamk/?apply=true

Your search team



Patrick Cahill
President



Niño Sanchez
Sourcer



Barry DeMartin
Senior Recruiter



Katy Reardon
Client Manager