

Virtual Bookkeeper

Apply Now

Company: STAFF X

Location: Australia

Category: office-and-administrative-support

This is a remote position.

Exciting Opportunity for Virtual Bookkeeper Role

About Our Client:

STAFF X Talent Solutions proudly collaborates with a leading construction company in Australia. Our respective client offers an end-to-end service from product, design, and selection to suit your needs and budget, right through to timely supply and professional installation. Their service is backed by market leading warranties and after sales support, to ensure years of reliable operation of your rendered products and services.

The Role:

As a **Virtual Bookkeeper** you will play a pivotal role in managing the financial records and transactions of our client. Your primary objective will be to uphold accuracy and efficiency across all financial activities.

Key Responsibilities:

- Maintain accurate and up-to-date financial records for clients using software such as QuickBooks, Xero, or similar platforms.
- Manage accounts payable and accounts receivable processes, including invoicing, bill payments, and collections.

- Reconcile bank statements and credit card transactions to ensure accuracy and identify discrepancies.
- Track and categorize business expenses, ensuring compliance with company policies and tax regulations.
- Assist in gathering financial documents and preparing necessary reports for tax filings.
- Communicate updates and address client concerns.
- Ensure compliance with accounting principles and tax regulation.

Requirements

Key Requirements:

- Possesses 2-5 years of experience as Full time Virtual Bookkeeper, preferably with Australian clients.
- Preferred bachelor's degree in accounting or relevant certifications
- Strong proficiency in accounting software such as QuickBooks, Xero, or similar platforms is essential.
- Exceptional attention to detail and accuracy in financial record-keeping
- Effective time management in fast-paced environments
- Demonstrated integrity and discretion with confidential information.

How to Apply:

If you are a proactive and results-oriented **Virtual Bookkeeper**, we invite you to take the next step in your career journey. Click "Apply" or contact us at with your resume to embark on this exciting opportunity.

Benefits

Why Join Our Client?

- Offers a wide range of products and services to industrial, residential, and commercial customers.
- Dynamic role with the opportunity to scale the business.
- Work alongside a dedicated team crafting personalised solutions to empower clients and partners.
- Engage with industry experts and visionary leaders in a dynamic work environment.
- Become a valued member of a company that fosters creativity, innovation, and a flexible, supportive culture.
- Enjoy competitive salary packages and the flexibility of a 100% remote work setup.

[Apply Now](#)

Cross References and Citations:

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