

SC Staffing & Consulting LLC

Job Openings as of 8/17/18

Bookkeeper Philadelphia, PA

Job Type: Full-time

Job Description

Our client in Philadelphia is looking to hire a Bookkeeper. **Must speak Spanish.**

Responsibilities:

Maintain & update financial records

Receive payments from clients/customers

Reconcile various business accounts

Perform wide variety of clerical duties

Analyze data and prepare scheduled reports

Follow-up with customers regularly

Qualifications:

Good communication skills

Knowledge of bookkeeping principles

Attention to detail

Excellent Microsoft Office skills