

Job Title: Part-time Bookkeeper

Company: Prosperity Enterprises Co.

Location: 185 Canal St., New York, NY 10013

Job Summary:

Commercial property management office hiring for a part-time bookkeeper, average 20 hours per week. Must be bilingual in Chinese (Cantonese preferred). Qualified candidates, please e-mail your resumé to: ytsang@185canal.com

Responsibilities and Duties:

- Accounts Payable: Enter bills and prepare checks in QuickBooks. Verify invoices and reconcile statements. Ensure bills are paid accurately and on-time.
- Accounts Receivable: Calculate all billable items in Excel spreadsheets. Create invoices and statements in QuickBooks. Verify for accuracy before sending out to customers. Ensure that payments are collected on-time and reconciled.
- Monthly credit card and bank reconciliations
- Office clerical duties e.g. filing, copying, organizing
- Assist with accounting reports and other duties as assigned by management

Qualifications and Skills:

- Fluent in Chinese
- At least 1 year experience in Accounting
- Computer Skills in QuickBooks, Microsoft Excel, Word, Outlook
- Proactive and responsible attitude toward work
- Excellent communication skills
- Ability to maintain highest standards of ethics and confidentiality
- Independent worker capable of prioritizing multiple tasks
- Highly organized with strong attention to detail

Salary Range:

\$16.00 - \$19.00 per hour