

gtgtgtgtgt BOOKKEEPING QUICKBOOKS Itltltlt (NEWTON)



Location **Massachusetts**
<https://www.genclassifieds.com/x-529098-z>

[illegible]

Those applying for this position must have excellent verbal and written communication skills and the ability to work independently. Knowledge must include but is not limited to sending and receiving emails, working knowledge of Word and Excel, Bank of America online banking including payroll processing. A full working knowledge of Quickbooks, including monthly banking reconciliation is required. A work only computer will be supplied. The ideal applicant will have their own vehicle, cell phone and laptop computer.

Office Duties Include

Responsible for collecting and processing all incoming and outgoing mail

Send and reply to emails as required

Catalog and pay monthly bills

Make regular bank deposits

Issue legally binding lease agreements, collect and process documentation and set up tenant security deposit accounts

Responsible for tracking contracting jobs including hours and materials

Process all aspects of payroll, including filing state and federal tax forms and payments, along with annually updating state tax rates

Gather details and represent company during business audits

Responsible for paying and filing annual reports in order to maintain good standing of foreign LLC filings in the state of Massachusetts

Collecting and logging tax information into Quickbooks and preparing documents as required for annual tax filing



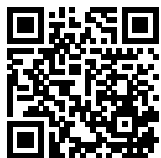
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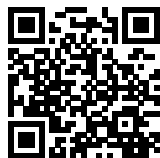
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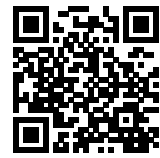
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