
Bookkeeper

Position Purpose: The ideal Harmony Bookkeeper thrives in a fast-paced environment. This role requires a high degree of accuracy and attention to detail, as well as the ability to work independently and meet deadlines. You will be assigned to several Harmony clients where you will work with a Harmony Account Manager to complete the client's bookkeeping, ensuring accurate financial statements can be generated.

Essential Duties and Responsibilities:

- Accurately recording day-to-day financial transactions.
- Reconciling various accounts including cash, credit cards, loans, and 3rd party applications.
- Troubleshooting reconciliation issues to ensure accuracy.
- Processing accounts receivable and accounts payable transactions.
- Handling payroll processing and reconciliations, if applicable.
- Collaborating with clients to resolve any uncategorized transactions.
- Creating journal entries for depreciation, amortization, and other recurring transactions.
- Preparing financial statements for review by the Account Manager.
- Processing year-end 1099s and assisting in year-end CPA package preparation.
- Providing support on special projects as needed.

Skills:

- Strong sense of accountability and adherence to timelines.
- Customer-centric mindset with a focus on exceptional service.
- Transparent communication style and unwavering professional integrity.
- Excellent proficiency in Microsoft Word and Excel.
- Exceptional written and oral communication.
- Strong attention to detail and accuracy in completing assigned tasks.
- Willingness to learn and adapt to new technologies.

Education and Experience:

- 3+ years of transactional accounting work in QuickBooks Online.
- Familiarity with 3rd party applications such as Square, Stripe, Bill.com, and Shopify.
- Experience with accrual-based accounting.

Benefits Include:

401(k) with matching.
Professional development opportunities.
Paid time off.

Location: Wayland, MA. Hybrid and fully remote options available.