

Accounting Specialist/Multiple Businesses (Part-time)

Job Description

Immediate opening for an Accounting Specialist/Small Businesses (16 to 32 hours per week, Flexible Hours/Days) in our Kennett Office during regular business hours. This a new position adding to our current staff of ten!

Job Summary To maintain financial records for our customers including bill pay, receivables management, payroll entries, and reconciliations. Prepare monthly financial reports.

Why work for Paisley Solutions?

- Family oriented, relaxed atmosphere
- Flexible scheduling available to manage family responsibilities – we believe family comes first!
- Opportunity to learn and enhance your skills
- Work independently but always have the support of the team!

Ideal Candidate Has thorough knowledge of accounting process and financial statements and is organized, focused, committed to accuracy, enjoys reconciling balances, team player, desire to learn, responsible, honest and highly dependable.

General Duties

- Checks figures, postings, and documents for correct entry, mathematical accuracy, and proper codes.
- Classifies, records, and summarizes numerical and financial data to compile and keep financial records, using one or more accounting software products.
- Prepares customer invoices and manages Accounts Receivable
- Reconciles bank and credit card statements
- Complies with federal, state, and company policies, procedures, and regulations.
- Manage and meet deadlines
- Maintain the integrity of confidential financial information
- Provide good customer service to clients

Job Qualifications

- Education: Minimum Associates in Accounting/Finance or Business
- Experience: 3+ years as a staff accountant/accounting associate or full charge bookkeeper
- Working knowledge of QuickBooks or other accounting software
- Proficient with Windows, Excel, Word

Paisley Solutions, based in Kennett Square, PA, has provided in-person, virtual, and outsourced bookkeeping services for [all types of small businesses and nonprofit organizations](#) in Pennsylvania, including Lancaster, Montgomery, and Chester County, as well as Delaware, Maryland, and nationwide for over 25 years. **Check out our website to learn more: paisleysolutions.com**

Compensation Hourly rate will be commensurate with experience

www.paisleysolutions.com