

# Bookkeeper/Accounting Specialist- Multiple Businesses (Part-time)

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## 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](http://paisleysolutions.com)**

**Compensation** Hourly rate will be commensurate with experience

**[www.paisleysolutions.com](http://www.paisleysolutions.com)**