Bookkeeper

Job Description

ProSoft Solutions, LLC is looking for a part time employee whose responsibility is to manage and maintain financial records and transactions.

Essential Functions:

- Ability to handle the full cycle of accounting duties
    - Accounts Payable
    - Accounts Receivable
    - Payroll
    - Bank Reconciliation
    - Reporting
- Protect company proprietary and confidential information
- Other duties as assigned

Desired Skills & Experience:

- Background and experience with accounting
- Proficiency in Microsoft Office Programs such as Access, Excel, Word, Outlook
- Experience and proficiency in Peachtree
- Strong preparation and organizational skills
- Ability to analyze information
- Strong data entry and technical skills
- Positive attitude and commitment to be a team player
- Confidentiality
- Thoroughness
- Attention to detail

Company Description

ProSoft Solutions, LLC specializes in nonprofit, churches and government agencies. We take a CPA/consultant approach in order to match the needs of an organization to the right solution. We have over 20 years experience in nonprofit consulting. Our ultimate goal is to build long-term, trusting and successful relationships.

At ProSoft Solutions, we're uniquely qualified to meet the fund accounting needs of organizations. We are not software people who know a little accounting, we're CPA's, accountants, and consultants who know a lot about software. That makes all the difference.

As an expert team of experienced professionals we understand the importance and necessity for effective financial systems to manage it. Since 1987, ProSoft Solutions has assisted hundreds of nonprofit, churches and government organizations in overcoming obstacles in their nonprofit accounting software and fund accounting software systems by maximizing their effectiveness.

Our strategy is to listen. Using proven needs assessment tools, we determine the unique needs of each organization. Effective listening helps us fully understand each organizational environment, needs and requirements. Then, and only then, we make recommendations to resolve issues -- recommendations based on years of hard-won experience in the nonprofit and government software and technology fields with hundreds of organizations.