



<https://phoenixvirtualstaff.com.ph/job/bookkeeper/>

Bookkeeper

Description

The Bookkeeper is responsible for maintaining accurate financial records and supporting the organization's day-to-day accounting operations. This role ensures the timely and accurate processing of financial transactions, including accounts payable, payroll, and general bookkeeping activities. The Bookkeeper will also prepare financial records for review by the company's CPA, maintain compliance with accounting standards, and provide administrative support to the finance function.

Responsibilities

- Maintain accurate financial records and perform daily bookkeeping activities, including recording financial transactions, reconciling accounts, and maintaining the general ledger.
- Manage the accounts payable (AP) process, including invoice verification, payment scheduling, vendor communication, and record maintenance.
- Process payroll accurately and ensure timely payroll preparation while maintaining confidentiality of employee compensation records.
- Prepare financial documentation, reports, and supporting schedules for review by the company's CPA and management.
- Assist with monthly, quarterly, and year-end financial closing activities.
- Ensure financial records are organized, accurate, and compliant with company policies and applicable accounting standards.
- Utilize ERP systems to manage accounting transactions and financial reporting.
- Support other accounting, finance, and administrative tasks as assigned by management.

Qualifications

- Minimum of 2 years of bookkeeping or accounting experience, preferably in the healthcare industry.
- Experience using ERP systems is required.
- Experience with NetSuite is preferred; however, training will be provided for the right candidate.
- Strong understanding of bookkeeping principles, accounts payable, payroll processing, and financial recordkeeping.
- Excellent attention to detail, organizational, and time management skills.
- Ability to manage multiple priorities while meeting deadlines.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Strong written and verbal English communication skills.
- Ability to work independently in a remote environment while maintaining accuracy and confidentiality.

Hiring organization

Phoenix Virtual Solutions

Job Location

Remote work possible

Working Hours

Follows the Client Schedule

Date posted

July 30, 2026