



<https://phoenixvirtualstaff.com.ph/job/home-health-bookkeeper/>

Home Health Bookkeeper

Description

The Home Health Bookkeeper is responsible for managing the day-to-day accounting and bookkeeping functions for a home healthcare organization. This role maintains accurate financial records, processes payroll and accounts payable, prepares financial documentation for CPA review, and supports the organization's financial operations. The ideal candidate has experience in home healthcare accounting and is proficient in QuickBooks.

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 processing, vendor payments, and payment scheduling.
- Process payroll accurately and ensure employees are paid on time.
- Prepare financial documentation and reports for CPA review and financial reporting.
- Assist with monthly, quarterly, and year-end accounting activities.
- Maintain organized and accurate financial records while ensuring compliance with company policies and accounting standards.
- Utilize accounting software to manage financial transactions and reporting.
- Provide accounting and administrative support as needed.

Qualifications

- Minimum of 2 years of bookkeeping or accounting experience, preferably in the home healthcare industry.
- Experience using QuickBooks is required.
- Previous experience supporting a home health agency or other U.S. healthcare provider is highly preferred.
- Strong knowledge of bookkeeping principles, accounts payable, payroll processing, and financial reporting.
- Excellent attention to detail, organizational, and analytical skills.
- Ability to prioritize multiple tasks and meet deadlines in a fast-paced environment.
- Proficiency in Microsoft Excel and other Microsoft Office applications.
- Strong written and verbal English communication skills.
- Ability to work independently while maintaining accuracy and confidentiality.

Hiring organization

Phoenix Virtual Solutions

Employment Type

Full-time

Job Location

Remote work possible

Working Hours

Follows the Client Schedule

Date posted

July 30, 2026