

HOT JOBS

Search jobs at WorkSourceWA.com



WorkSource Vancouver Featured Jobs

October 28, 2022

Job Title: Finish Carpenter

Company: Mike Newton Construction Inc

Pay range: starting at \$20-23

Background Check: Yes

Drug Testing: Yes

Hours: 8-4:30

Days: Monday thru Friday

Benefits: sick time

Job Summary: Installing Trim on new construction homes

Requirements: Drivers License, and vehicle to get to the job site each day

Basic Skills: Ability to work with others, follow directions, good work ethic

Perferred: Basic knowledge of hand tools

How To Apply: Email Northwesttrim@yahoo.com

Job Title: Bookkeeper

Company CheckRight NW

Pay Range: \$45-55K, DOE

Background Check: yes

Hours: Full-Time

Days: M-F

Benefits:

- Medical, Dental & Vision paid for employee 100%.
- PTO Policy
- Retirement w/ Match

Job Summary:

Established in 2009, CheckRight NW is a payroll bureau that offers both payroll and bookkeeping services primarily to small businesses in the Portland, OR Metro and Vancouver, WA areas. This full-time bookkeeping position requires detailed attention, accurate tracking, and record keeping for multiple client accounts. The Bookkeeper is responsible for ensuring payables are posted in a timely manner, receivables are properly entered and kept up to date, bills are paid timely as well as the processing of employee payroll, monthly bank reconciliations and the generation of monthly reports, as required by varying client needs.

- The Bookkeeper is responsible for maintaining the integrity of the clients' accounting database.



- To be successful in this role an individual must be able to problem solve, manage multiple tasks, meet deadlines, take initiative, and have great attention to detail for multiple client accounts.
- Work directly with our clients and their office staff. Visit their office and keep their books up-to-date and in order.

Overview of the role:

- General Ledger Management and oversight
- Bank and Credit Card reconciliations
- Regulate Accounts Receivable
- Manage Accounts Payable to ensure timely payments
- Organize and file quarterly payments
- Sustain and handle monthly close
- Produce monthly financial reports including, Budget vs. Actual and Profit & Loss Statements
- Produce monthly reconciliations, financial statements, and all supporting documents
- Maintain and manage chart of accounts, classes, and locations

Requirements:

- Bookkeeping Experience: 3+ Years bookkeeping experience with multiple entities.
- QuickBooks Experience: This position requires QuickBooks Desktop, QuickBooks Online and various other accounting program knowledge. A minimum of 3 years' experience with QuickBooks is required.
- Degree: Associates or 4-year degree preferred. Ideally with a Business or Accounting Major.
- Bookkeeping Skills: Proficient in QuickBooks navigation and various workflows including AR, AP, Payroll, Sales Tax, Financial Reporting, 3rd party app integrations and banking functions to name a few.

Basic Skills:

- Organizational Skills: Strong attention to detail, ability to manage multiple tasks, prioritize and manage multiple client engagements.
- Communication Skills: Strong written and verbal communication skills required. Bilingual (English/Spanish) communication skills (written & spoken) are a plus.
- Technology Skills: Proficient with technology; solid knowledge of computer operations and software.
- Client Engagement Skills: Ability to interact with clients through video and audio tools in a way that is professional, friendly, and reassuring.
- Self-Discipline & Problem-Solving Skills: Ability to work in a very fast-paced environment with minimal supervision. Problem-solving and critical thinking skills required to resolve client bookkeeping, along with a high level of determination to deliver the best service to your clients.

How to Apply: Send cover letter and resume to jon@checkrightnw.com

HOT JOBS

Search jobs at WorkSourceWA.com



TSA Application Assistance Event-

TSA representative will be on site with computers available to help you with the on-line application process

Where: WorkSource Vancouver, 204 SE Stonemill Drive #215

Date: Thursday, November 17

Time: 2:00- 4:00 PM

Complete details on application process: [TSA Application Information](#)