



BOOKKEEPER

Role Overview

This role requires a skilled person to accurately record and maintain the day-to-day financial records for our clients, including purchases, sales, receipts, and payment. This person will need to maintain a professional and personable relationship with clients while answering their questions about transactional activity as well as collecting the information necessary to maintain accurate financial records. The person must have the ability and willingness to switch between clients and their needs, tasks, and situations simultaneously that range from daily, weekly, monthly, and yearly timelines. **This is a part-time position starting with 20 hours per week, with the opportunity for additional hours and increased responsibility.** This position reports directly to the President.

Essential Functions

- Operates computers programmed with accounting software to record, store, and analyze information
- 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 journals and ledgers or computers
- Debits, credits and totals accounts in computer spreadsheets and databases, using specialized accounting software
- Receives, records and banks cash, checks and vouchers
- Complies with federal, state and company policies, procedures, and regulations
- Compiles statistical, financial, accounting, and or auditing reports pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, and profits and losses
- Codes documents according to company procedures
- Reconciles or notes and reports discrepancies found in records
- Proficient with Accounting software such as QuickBooks Desktop 2021 and higher, QuickBooks Online, and related software

Required Education, Experience and Attributes

- 2-3 years of bookkeeping experience or college-level coursework in Bookkeeping or Accounting
- Must have used QB Desktop or QB Online in a professional role within the last year
- Ability to learn new software and apps quickly
- Able to track complex transactions from beginning to end





- Strong logic and attention to detail
- Excellent financial management skills
- Observes ethical conduct in all situations
- Ability to act with integrity, professionalism, and confidentiality
- Excellent time management skills with a proven ability to meet deadlines
- Independently motivated, easily adapts to new nuances as they arise and enjoys challenges while asking for help when needed

Please Note: This list is not all-inclusive, flexibility is key. This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Supervisory Responsibility

This position has no supervisory responsibilities.

Work Environment and Location

This job operates in a clerical, office setting. This role routinely uses standard office equipment such as computers, apps, phones, photocopiers, filing cabinets and fax machines. Job must be performed in office and does not have a remote work option. Our professional office space provides a safe, healthy, and employee-centric atmosphere located 17 miles from Boston close to Interstates 93 and 95. We are less than a 10-minute drive away from a mecca of restaurants, shopping centers and other local businesses including but not limited to CVS, Stop & Shop, Rockland Trust Bank.

Note: There is no elevator in this building and our office is on the second floor. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. This is a largely sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand on a stepstool, as necessary.

Who We Are

Mclvor Business Services, Inc. is a Massachusetts Certified Minority and Women Business Enterprise (WBE & MBE) by The Supplier Diversity Office of Massachusetts. We were established in 2007 to provide extensive compliance driven knowledge and experience with Tax Services and Business Solutions.





We are an employee-centric community that thrives on ensuring all our employees are provided with the utmost support, care, flexibility, and whole person growth opportunities. We seek those capable of helping us grow our business, as well as grow with us. People who are well-rounded, customer focused, thrive in unexpected moments in life, and like to laugh a lot while embracing diversity, equity, and inclusion, including cross-cultural understanding.

Position Type and Expected Hours of Work

Business hours are Monday through Thursday, 9:00 a.m. to 5 p.m. Flexibility in hours is allowed with a minimum of 20 hours per week, more (up to 30) during busy times, particularly around tax filing season (i.e., January-April) Employee must be present in the office; the job does not allow for remote work.

Compensation and Benefits

- Starting pay of \$22/hour
- Flexibility within the business hours
- 8 paid holidays
- Paid day off on your birthday
- 401(k) with match
- Paid sick time
- Paid office closure between Christmas and New Year's Day
- Monthly Team Wellness Days and/or Annual offsite company retreat
- Free Parking

Application instructions:

If you are interested, please send a cover letter & resume to Careers@MclvorBSInc.com

Deadline: Immediately or until filled

