

## Book Keeper

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Company: THE PERFECT PLATE

Location: Quezon City

Category: other-general

A bookkeeper is responsible for maintaining accurate financial records for a company or organization. Their duties typically include:

**Recording Transactions:** They record financial transactions such as purchases, sales, receipts, and payments using accounting software or manual ledgers.

**Reconciling Accounts:** Bookkeepers ensure that the company's financial records match up with bank statements and other financial documents by reconciling accounts.

**Generating Financial Reports:** They prepare financial statements like balance sheets, income statements, and cash flow statements to provide insight into the company's financial health.

**Managing Accounts Payable and Receivable:** Bookkeepers handle invoices, bill payments, and collections from customers. They also manage accounts payable, ensuring that bills are paid on time and accurately.

**Maintaining General Ledger:** They maintain the general ledger, which is a record of all financial transactions sorted by account.

**Payroll Processing:** Some bookkeepers also handle payroll tasks, including calculating wages, issuing paychecks, and ensuring payroll taxes are accurately withheld and paid.

**Compliance and Regulations:** Bookkeepers ensure that financial records comply with relevant laws and regulations, including tax laws and financial reporting standards.

**Communication:** They may communicate with clients, vendors, and other stakeholders regarding financial matters.

**Financial Analysis:** While not always required, some bookkeepers may perform basic financial analysis to identify trends or potential issues.

**Organization and Attention to Detail:** Bookkeepers need to be highly organized and detail-oriented to accurately record and track financial transactions.

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