

Argentina Jobs Expertini®

Online QuickBooks Bookkeeping Clerks (Contract Only)

[Apply Now](#)

Company: DFMG

Location: Argentina

Category: computer-and-mathematical

Since its establishment in 1980, DFMG has delivered personalized financial and legal services to individuals and businesses globally, fostering enduring business connections.

The Role

You will be responsible for :

We have an immediate hiring opportunity for 100% Remote Online Quickbooks Bookkeepers on a temporary contract basis. Please verify you fully meet all requirements before applying.

Additionally, do not use CPA in your resume if you do not have an actual license that says Certified Public Accountant on it. Too many people are applying with the letter CPA but with no license and the word CPA on it. That is illegal in the USA. So please be mindful of this if you do not mind. Regrettably, we've encountered instances where individuals accepted the position only to reveal their unavailability later. Therefore, you must confirm your 100% availability and prior commitments preventing you from applying to avoid any added complications. We are a US CPA and Law Firm; thus, full agreement with independent contractors and US government background checks are mandatory for this project.

Remote Online Quickbooks Bookkeepers will input information from paper and electronic financial documents into our database. The ideal candidate should possess strong computer skills, a minimum of 2 years of Quickbooks advanced skills, be a proficient typist (minimum 50WPM), and demonstrate meticulous attention to detail. Reporting and working with US CPAs, Lawyers, and team members, you will be entrusted with maintaining accurate and up-to-date data while adhering to strict confidentiality principles.

Job Responsibilities

Input financial data from bank statements and financial reports into Excel spreadsheets.

Ensure accuracy by reconciling all data entries with source documents.

Update and reconcile existing data as needed.

Retrieve requested data from databases or electronic files.

Regularly download banking documents to cloud-based file cabinets.

Organize paperwork post-data entry to prevent loss.

Prepare, compile, and sort documents for data entry.

Verify and log receipt of data accurately.

Transcribe source data into electronic formats.

Transfer information from paper to computer files using various methods.

Conduct high-volume data entry using software tools.

Verify data integrity against source documents.

Review data for errors, missing pages, or information and rectify discrepancies.

Maintain filing systems and uphold the confidentiality of customer information.

Perform routine backups to ensure data preservation.

Respond to data retrieval requests promptly.

Operate office equipment such as photocopiers and fax machines.

Meet departmental standards for quality and productivity.

Complete additional assigned tasks as necessary.

== Software Used In This Environment ==

Online Quickbooks, Pcloud, Zendesk, Citrix, Microsoft Office, Especially Excel, Skype,

Hubstaff and Gusto

== Work Schedule ==

Monday to Friday (10 AM-6 PM / EST Time Zone Only!)

Ideal Profile

Job Requirements

A minimum of two years of demonstrated experience utilizing Online Quickbooks is required; proficiency in all advanced functions will be evaluated. Additionally, our HR department will personally verify your job references to validate your skills and performance.

Candidates must exhibit fast typing skills, with a minimum speed of 50WPM, and preferably possess knowledge of a touch typing system. Please assess your typing speed before applying to ensure you qualify without complications.

Strong familiarity with word processing tools and spreadsheets, such as MS Office Word and Excel, is essential.

Extensive experience entering AP, AR, and Payroll data into Desktop Quickbooks is required.

Both verbal and written proficiency in English and excellent customer service skills are necessary, as the projects involve direct collaboration with CPAs and Lawyers.

A meticulous attention to detail is crucial.

Candidates should have at least two years of experience completing bank reconciliations using US bank statements, credit card statements, and POS merchant statements.

What's on Offer?

Work alongside & learn from best in class talent

Fantastic work culture

Opportunity within a company with a solid track record of performance

[Apply Now](#)

Cross References and Citations:

1. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) BelgiumjobsJobs Argentina Belgiumjobs](#)
2. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) AdminjobsJobs Argentina Adminjobs](#)
3. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Programmingjobsnearme Jobs ArgentinaProgrammingjobsnearme](#)
4. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Doctorjobsnearme Jobs Argentina Doctorjobsnearme](#)
5. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) FilmjobsJobs Argentina Filmjobs](#)
6. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Torontojobs Jobs Argentina Torontojobs](#)
7. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) ManchesterjobsearchJobs Argentina Manchesterjobsearch](#)
8. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) DallasjobsJobs Argentina Dallasjobs](#)
9. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Communityjobs Jobs Argentina Communityjobs](#)
10. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Veteranjobs Jobs Argentina Veteranjobs](#)
11. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Maxillofacialjobs Jobs Argentina Maxillofacialjobs](#)
12. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Bahrainjobs Jobs Argentina Bahrainjobs](#)
13. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) PetsjobsJobs Argentina Petsjobs](#)
14. [Online QuickBooks Bookkeeping Clerks \(Contract Only\) Newzealandjobs Jobs](#)

Argentina Newzealandjobs ↗

**15. Online QuickBooks Bookkeeping Clerks (Contract Only) Weldingjobs Jobs Argentina
Weldingjobs ↗**

**16. Online QuickBooks Bookkeeping Clerks (Contract Only) Govcareer Jobs Argentina
Govcareer ↗**

**17. Online QuickBooks Bookkeeping Clerks (Contract Only) Philippinesjobs Jobs
Argentina Philippinesjobs ↗**

**18. Online QuickBooks Bookkeeping Clerks (Contract Only) Minejobs Jobs Argentina
Minejobs ↗**

19. Online quickbooks bookkeeping clerks (contract only) Jobs Argentina ↗

20. AMP Version of Online quickbooks bookkeeping clerks (contract only) ↗

21. Online quickbooks bookkeeping clerks (contract only) Argentina Jobs ↗

22. Online quickbooks bookkeeping clerks (contract only) JobsArgentina ↗

23. Online quickbooks bookkeeping clerks (contract only) Job Search ↗

24. Online quickbooks bookkeeping clerks (contract only) Search ↗

25. Online quickbooks bookkeeping clerks (contract only) Find Jobs ↗

Source:<https://ar.expertini.com/jobs/job/online-quickbooks-bookkeeping-clerks-contract-onl-argentina-dfmg-474b9be092/>

Generated on: 2024-05-05 by [Expertini.Com](https://www.expertini.com)