

E-commerce Bookkeeper

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Company: SnaPhunt

Location: Ecuador

Category: business-and-financial-operations

The Offer

Opportunity within a company with a solid track record of performance

Work alongside & learn from best in class talent

Strong opportunities to progress your career

The Job

Responsibilities:

Execute data entry tasks using QuickBooks software.

Oversee the maintenance and updating of financial records, encompassing various bookkeeping duties and managing AP/AR functions.

Address incoming phone calls and emails from both internal and external stakeholders.

Coordinate and schedule appointments and meetings as required.

Keep a close eye on incoming scheduled, pending, and declined payments.

Manage collections accounts, engaging in customer outreach as necessary.

Demonstrate comfort in conducting customer follow-ups, collections, and navigating challenging conversations.

Compensation : \$5 to \$7 per hour, commensurate with experience.

Work Schedule: Monday to Friday, 9:00 am - 6:00 pm Eastern Standard Time.

The Profile

Qualifications:

Possess a minimum of 2 years' experience as a remote worker.

Hold at least 2 years of practical bookkeeping experience.

Exhibit proficiency of 2 years or more with QuickBooks or similar accounting software.

Showcase excellent English communication skills, both written and verbal.

Familiarity with Google Apps such as Spreadsheet, Docs, Gmail, and Calendar is considered advantageous.

While a BBA or a degree in a related field is preferred, it's not a strict requirement.

Display adaptability to thrive within a fast-paced, constantly evolving environment with strict deadlines.

The Employer

Our client is on the lookout for an adept bookkeeper with a background in e-commerce to join our organization based in the US. The ideal candidate will bring forth a wealth of hands-on bookkeeping experience specifically tailored to the needs of e-commerce ventures.

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