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8000 Franklin Farms Drive • Richmond, VA • 23229

Open Position - Part-Time Bookkeeper

Dotted Line Agency is hiring a **part-time bookkeeper** to join our growing and high energy team! The ideal candidate will be someone who is detail-oriented, focused on results, and a problem solver. The clients we serve are fantastic, the people who work here are fantastic, and so we are only interested in hiring other fantastic individuals. The person we hire to fulfill this exciting role is looking for the opportunity to be an integral part of a growing company whose focus is on being the best, having an amazing company culture, and above all else, making our clients happy. We are a small company, and we whole-heartedly value each one of our employees, so if you are looking to work for a company where your voice will truly be heard and your opinions truly matter, then you have come to the right place!

You will be responsible for a multitude of accounting activities which include all areas relating to accounts payable, accounts receivable, and bank account reconciliations. You will be responsible for the timely processing and recording of transactions, as well as positive interactions with clients, client customers, and client vendors. We will also expect you to be able to prioritize, be organized, and have an unwavering willingness to help your team.

Reports to: Controller

Hours per Week: 10 - 20 hours/week, flexible with days/time worked, must be able to accommodate deadlines accordingly.

Must be onsite at least 2-3 days/week in Richmond, VA. Ability to work some remotely.

Responsibilities:

- Process and send client invoices and post customer payments
- Process vendor and freelance bills, new vendor setup, W9 administration, and 1099 preparation
- Payroll-related journal entry transactions
- Prepare account reconciliations
- Coding of expense transactions
- Produce financial statements

Qualifications:



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- 2-3 years of accounting experience
- Strong technology skills using Microsoft Office, must be particularly adept with Microsoft Excel
- Ability to multi-task and to work independently with minimal supervision
- Experience working in a paperless environment
- Strong interpersonal and relationship building skills
- Team player with a positive, "can do" approach
- Prior experience with QuickBooks Online
- Excited to learn about and utilize new technology

If interested, please send resume to Kay at kay@dottedline.agency.