**Full-Charge Bookkeeper (Full-Time --Remote/Hybrid)**

Leading educational publisher of Asian language and culture publications in print and digital formats for K-12 and higher education markets seeks an experienced Full-Charge Bookkeeper to join its growing team.

Position summary: The Full-Charge Bookkeeper is responsible for, but not limited to, maintaining the day-to-day accounting functions, accruals, monthly and quarterly statement reconciliations, annual year-end preparation, and performing general accounting and financial functions as required.

**Essential Job Duties shall include, but not limited to, the following:**

* Manage Accounts Receivables, including invoicing, applying customer account deposits, issuing bimonthly invoice statements, maintaining accurate customer and vendor records, generating aging reports, and helping with collections monthly
* Manage Accounts Payables including making payments, accruing monthly author royalties, reconciling vendor and credit card statements, maintaining vendor contracts and records
* Maintain and reconcile all G/L activities, ensuring the timely and accurate delivery of monthly financial statements and reporting for management review
* Reconcile bank accounts monthly, along with generating and reconciling monthly income statements, balance sheets, trial balance, and cash reports
* Help manage all applicable sales and corporate tax requirements, prepare year-end documents for outside tax accountants
* Issue annual author royalty statement and payments, and send out annual 1099s
* Practice a philosophy of constant improvement to suggest ways to systematize and automate processes
* Perform other related duties as may be requested

**Key Requirements:**

* Bachelor’s degree in accounting or equivalent work experience
* Extensive knowledge of US Generally Accepted Accounting Principles
* 5 or more years of bookkeeping experience
* Proficient in MSWord, MSExcel, and latest ERP software, such as Netsuite, and comfortable with technology and learning new software programs
* Highly organized, detail-oriented, and accurate, with the ability to prioritize and multi-task in a fast-paced work environment
* Strong verbal and written communication skills to interface well with colleagues and external contacts
* Thrives in a collaborative, team-oriented office environment while also able to work independently
* Proven ability to be discreet and to maintain confidentiality

Salary and title commensurate with experience. We are an Equal Opportunity Employer. We offer full benefits to qualified employees with 401K plan, health, dental, life, and disability insurance. We are located in downtown Boston, MA but offer remote/hybrid work options.

To apply, please send resume *with* cover letter to [careers@cheng-tsui.com](mailto:careers@cheng-tsui.com), noting **Bookkeeper** in the subject line. No phone calls accepted.