

BOOKKEEPER

Part time contract bookkeeping for a rapidly expanding engineering firm. You will use your expertise with Quickbooks and firm grasp on accounting to execute all of our accounting and bookkeeping functions. We anticipate the need is around 3-5 hours/week to start but will grow to 15-20 hours/week over the next few years. Pay depends on experience.

Responsibilities include:

- Accounts Payable / Accounts Receivable
- Payroll processing
- Quarterly & annual state and federal tax reports
- Bank account reconciliation
- General bookkeeping and data entry
- Journal entries
- Sales tax report filing
- Budget tracking
- Interface with Filemaker database
- This job is located in San Diego, CA

Requirements:

- Must be proficient with Quickbooks
- 5+ years of experience as a bookkeeper/accountant
- Proficiency in Microsoft Excel
- Extensive experience with Quickbooks accounting software - ideally Quickbooks Certified
- Bachelors Degree in Finance/Accounting preferred
- Some work must be performed onsite
- Proficiency in Filemaker Pro is a plus

VisionWorks Engineering is located in America's finest city, San Diego, California. We help our high level clients solve a variety of exciting and diverse engineering problems in the fields of aerospace, turbomachinery, robotics, software and manufacturing.

Our relentless pursuit of perfection is integrated into everything we do, from our company vision, to every single interaction with our clients. Progress pushes us to continually advance ourselves and our processes. We strongly believe that great people make for a great company. We seek to hire driven and talented people, give them the tools to succeed, and then get out of the way. There is no room for micromanagement at VisionWorks - we use that space to provide our people with training opportunities, purpose, and overall professional and personal growth.

To apply, or for more information, go here: http://jobs.visionworksenineering.com/job_detail.php?jb=16