

# BOOKKEEPER

Full Charge Bookkeeper for busy Law Firm/Office in Concord NH.

This Full-time position requires the operation of all financial functions including accounts payable/receivable, payroll processing and customer billing.

Monthly Bank Reconciliations of multiple accounts is required, along with the generation of monthly, quarterly and annual financial reports. Preparation of year-end financial documents and collaborative work with the Firm's Tax Accountant is required.

Experience with PC Law is preferred; knowledge of QuickBooks, Microsoft and Excel is required.

Successful candidate will be able to work under pressure and prioritize among multiple job requirements. The ability to work independently is paramount. Attention to detail and the ability to resolve discrepancies is crucial. Email resumes to **[denise@nhlawoffice.com](mailto:denise@nhlawoffice.com)**.