

JOB POSTING 13 November 2023

POSITION TITLE

Bookkeeper

JOB TYPE

Part-Time

LOCATION

This onsite position will sit in the Houston, Texas office.

DESCRIPTION

Our company is currently seeking a part-time bookkeeper to join our team. Working directly with the COO, you will prepare and examine financial records for Straife and our sister company, Hyperfocal Communications. Previous experience with cleaning up past records is highly preferred.

POSITION DUTIES

- Clean up, maintain, and update financial records using Quickbooks software.
- Conduct general ledger reconciliation to identify and resolve discrepancies.
- Prepare financial reports and statements for management review.
- Support the month-end and year-end closing processes.
- Maintaining records of financial transactions by posting and verifying.
- Defining bookkeeping policies and procedures.
- Assist with budgeting and forecasting activities.
- Prepare financial statements: P&L statements, balance sheets, and cash flow statements.

REQUIREMENTS

- Basic accounting knowledge and understanding of accounting best practices.
- Data entry skills.
- High attention to detail and produce work with a high level of accuracy.
- Proficiency in Microsoft Excel.
- Knowledge of Quickbooks.
- Professionalism and organization skills.
- QBO Certified is a plus.

We provide a respectful, fast-paced environment and are looking to hire someone who:

- Generally available to work between the hours of 10 am - 3 pm CT Mon-Fri.
- Minimum of 2 years of bookkeeping experience using QuickBooks Online.
- Resides in the United States.
- Excellent communication skills and outstanding judgment in fast-paced, high-profile environments, particularly in dealing with time-sensitive, confidential and/or controversial matters.
- Works well in a fast-paced and dynamic work environment.
- A self-starter with task completion.
- Does well in an environment with ever-changing dynamics, roles, personalities, and new technology.
- Works well with a variety of people.

Straife

- Polished and professional.
- Has experience with transferring company files to Quickbooks, setting up Chart of Accounts in QBO, cleanup of past records, and has a fanatical level of detail about documentation and consistency within the QBO environment.

HOW TO APPLY

Email your resume to HR@Straife.com.

ABOUT STRAIFE

Straife provides corporate strategy, risk advisory, and compliance services to public and private sector organizations. Straife serves businesses, governments, public-sector agencies, not-for-profits, and individuals around the world, helping to identify opportunities and provide solutions to their most pressing challenges. From geostrategic advisory and risk management to compliance and on-the-ground support, our team meets client requirements worldwide. For more information, please visit straife.com.

ABOUT HYPERFOCAL

At Hyperfocal, we bring together global media, industry, and political experts to provide clients with tailored solutions for their communications needs. Our team of advisors has worked as journalists, lobbyists, public relations executives, and campaign strategists. To learn more, please visit hyperfocal.pr.

IMPORTANT

Straife is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, creed, color, religion, national origin, ancestry, gender, gender identity, marital status, status regarding public assistance, citizenship status, physical or mental disability, sexual orientation, membership or activity in a local commission, veteran status, age, or any other status protected by law.