

Kaamfu

<https://kaamfu.io/openings/corporate-bookkeeper-cpa/>

Corporate Bookkeeper (CPA)

Description

Prospus Consulting, a subsidiary of Kaamfu Inc., is focused on supporting U.S. operations with meticulous financial management. We are looking for a Corporate Bookkeeper with CPA certification to manage our American financial records and provide additional support for Indian bookkeeping.

Responsibilities

- Record daily financial transactions, including purchases, sales, receipts, and payments.
- Reconcile U.S. bank accounts and maintain accuracy in general ledger entries.
- Process accounts payable/receivable and manage payroll in compliance with U.S. tax laws.
- Ensure compliance with U.S. GAAP and regulatory requirements.
- Prepare monthly and year-end financial closing activities and generate financial reports for U.S.-based management.
- Maintain records using Xero for U.S. accounts and Zoho Books for Indian accounts.

Qualifications

- Certified Public Accountant (CPA) required.
- Bachelor's degree in Accounting or related field.
- 3-5 years of experience in U.S. bookkeeping and accounting.
- Proficiency in Xero (U.S. accounts) and a bonus if proficient in Zoho Books (Indian accounts).
- Strong attention to detail, accuracy, and organizational skills.

Contacts

Please send your resume and a cover letter. We look forward to having you on board

Hiring organization

Kaamfu

Employment Type

Full-time

Job Location

India

Remote work from: India

Date posted

August 21, 2024