

**Position:** Senior Bookkeeper

## About Endurium

Endurium is a consulting firm dedicated to helping clients maximize their business potential. We drive measurable improvements in profit and performance by aligning people, processes, and technology. Our client-centric approach enables organizations to operate more efficiently, make informed decisions, and deliver exceptional value to their customers.

We're seeking a highly experienced Senior Bookkeeper to support our multi-client accounting operations. This is a remote, contract-based opportunity ideal for someone who thrives in a fast-paced, consulting-style environment and is confident managing full-cycle bookkeeping independently.

## Position Overview

The Senior Bookkeeper will be responsible for accurate and timely financial recordkeeping across multiple client accounts. This includes transaction management, reconciliations, AP/AR, payroll support, month-end close, and tax preparation support. The ideal candidate has deep hands-on experience, strong problem-solving skills, is highly collaborative, and pays exceptional attention to detail.

## Key Responsibilities

### Transaction Management

- Record, categorize, and reconcile bank and credit card transactions in QuickBooks Online.
- Perform monthly bank and credit card reconciliations.
- Maintain and review accurate general ledger accounts.

### Accounts Payable (AP)

- Enter, code, and schedule vendor bills for payment.
- Track due dates and ensure timely disbursements.
- Maintain vendor files, including W-9 documentation (if applicable).

### Accounts Receivable (AR)

- Prepare and issue client invoices.
- Apply customer payments and follow up on past-due balances.
- Support light collections when needed.

### Payroll Support

- Coordinate payroll activities with external processors such as Gusto or ADP.
- Record payroll journal entries and reconcile payroll liabilities.
- Ensure proper allocation to classes or departments.

**Month-End Close**

- Complete month-end reconciliations and journal entries.
- Confirm all revenue, expenses, accruals, and adjustments are properly captured.
- Assist in preparing internal financial reports for client review.

**Sales & Use Tax Support**

- Track, record, and prepare data for monthly or quarterly sales/use tax filings.

**Reporting & Documentation**

- Generate standard financial reports (P&L, Balance Sheet, AR/AP Aging).
- Maintain organized, audit-ready supporting documentation.
- Respond to internal questions and support client inquiries with accuracy and professionalism.

**Systems & Communication**

- Work within cloud platforms including QuickBooks Online, QuickBooks Desktop, Gusto, Google Workspace, Slack, and ClickUp.
- Participate in virtual check-ins, communicate proactively, and maintain accurate work status updates.
- Collaborate with fellow bookkeepers and support shared workloads as needed.

**Qualifications**

- 8–10 years of progressive bookkeeping experience, including financial statement preparation.
- Advanced proficiency in QuickBooks Online (QBO) and QuickBooks Desktop (QBD)—required.
- Strong understanding of accounting fundamentals (journal entries, reconciliations, accruals).
- Excellent organizational skills with the ability to manage multiple client files simultaneously.
- High degree of accuracy, detail orientation, and consistency in work quality.
- Self-motivated with proven success working remotely and independently.
- Collaborative mindset and ability to work effectively as part of a distributed team.
- Experience in a consulting, multi-client, or fast-paced service environment preferred.
- Bachelor's degree in Accounting, Finance, or related field preferred (or equivalent hands-on experience).

**Schedule, Pay & Contract Details**

**Contract Type:** 1099 Contract

**Hours:** Flexible, based on client workload (typically steady weekly hours)

**Compensation:** Competitive — based on experience

**Start Date:** Immediate

## How Do I Apply

**Send your resume to [careers@enduriumllc.com](mailto:careers@enduriumllc.com)**