

## **WHY WE ARE HIRING**

Cocoon Home Care is looking for an Entry Level Bookkeeper to be a part of our family. We are looking to revolutionize the home health care field and need someone skilled with numbers to help us reach new heights. At Cocoon home care we strive to create a work environment that will make you feel like you are coming to a second home. Our main goal for our employees is happiness in the workplace, because we know that employee happiness is one of the number one factors in running a successful business.

## **AN IDEAL CANDIDATE**

We are looking for an entry level bookkeeper to grow with us as a company at our headquarters in Queens, New York. As a candidate you can expect to do work in but not limited to Account Payables, Account Receivables, and Bank Reconciliations. One of the most important factors in being a successful fit for our company is a strong desire to learn and a drive to be the best that you can be.

## **POSITION RESPONSIBILITIES:**

- Enter daily transactions utilizing QuickBooks
- Ensure that accounts payables are paid in a timely manner
- Investigate and resolve payment discrepancies
- Provide accurate and timely reports
- Assist in payroll preparation
- Various projects and duties assigned

## **SKILLS YOU WILL NEED:**

- Possess appropriate computer skills; e.g., Microsoft Word, Excel, Outlook
- Be familiar with QuickBooks and have a strong knowledge of its functions
- Be able to Communicate in an open floor team environment. With the ability to think creatively and help promote a positive work environment.
- Have a strong love for numbers.
- Knowledge of basic accounting principles (double entry rules)
- Accounting Degree is a plus

**Potential candidates must be able to work full-time!**